

# Shipout Form

School of Chemical Sciences  
Shipping & Receiving, 29A Roger Adams Lab

All regular shipments must be in Shipping & Receiving by 3:15 p.m.  
at the latest. **FedEx Shipments by 2:15 - UPS Shipments by 3:15**

\* All dry ice that is OVER 5 lbs. or going International must go via FedEx and must  
be in Shipping & Receiving by 2:15 p.m. or the package will not go.

\*\*All dry ice that is 5 lbs. or UNDER in the Continental U.S. will go UPS  
and must be in Shipping & Receiving by 3:15 p.m.

Affix Tracking No. Here

Date In: \_\_\_\_\_

Time In: \_\_\_\_\_

## Shipping Information:

Preferred Carrier:  UPS (offers discounted rates)  Federal Express  Other \_\_\_\_\_

Type of Service Requested:  Priority (10:30 a.m.)  Standard Overnight (3:30 p.m.)  2nd Day Air  Ground (UPS)

Description of contents: \_\_\_\_\_

Insured Value \$ \_\_\_\_\_ PI Name and/or Signature: \_\_\_\_\_

Special Services:  Dry Ice (lbs.) \_\_\_\_\_  Saturday Delivery

Billing:  Bill Sender ( !! Complete **Sender Information** below!! )

Bill Recipient \_\_\_\_\_ account number  Bill Third Partner \_\_\_\_\_ account number

## Ship To Address (must be a physical delivery address):

Name: \_\_\_\_\_

Company, University, or Institute Name: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_ Recipient Ph# 1: \_\_\_\_\_ Recipient Ph# 2: \_\_\_\_\_

Email 1: \_\_\_\_\_ Email 2: \_\_\_\_\_

**All international shipments must have a telephone number and email address included**

Other Instructions: \_\_\_\_\_

## Sender Information: (Tracking # will be send to individual or those listed under Sender Name)

Name: \_\_\_\_\_

Office Address and Net ID#: \_\_\_\_\_

Telephone and/or Email address: \_\_\_\_\_

CFOP Number:

-      -       -       (       )

C F O P A-optional

CFOP Alias: \_\_\_\_\_ P.O. # \_\_\_\_\_ Return Materials Authorization # \_\_\_\_\_

Comments: \_\_\_\_\_

**!! REQUIRED !!**