

Shipout Form

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

All regular shipments must be in Shipping & Receiving by 2:00 p.m. at the latest.

* 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: _____

!! REQUIRED - FILL OUT COMPLETELY !!

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

Name: _____ Net ID: _____

Office Address: _____ Department: _____

Telephone: _____ Preferred Email: _____
Illinois or other email address

CFOP Number OR Alias:

- () CFOP Alias: _____
C F O P A-optional

PI Name: _____ P.O. # _____ Return Materials Authorization # _____

Grant Shipping Purpose: _____

>> Reason for shipment is REQUIRED IF USING GRANT (1-4xxxxx or 1-5xxxxx) FUNDS. WITHOUT A REASON, SHIPMENT WILL NOT BE PROCESSED. <<

Comments: _____

Shipping Information:

Preferred Carrier: UPS (offers discounted rates) Federal Express Freight: _____

Type of Service Requested: Before Noon After Noon Two Day Ground (UPS)

Description of contents: _____ Insured Value \$ _____

Special Services: Dry Ice (lbs.) _____ Dry Shippers

Billing: Bill Sender Bill Recipient: account number Bill Third Party: account number

Ship To Address (must be a physical delivery address- P.O. Box NOT accepted):

Name: _____

Company, University, or Institute Name: _____

Address Line 1: _____

Address Line 2: _____

City/State: _____ Country: _____ Zip Code: _____

ALL INTERNATIONAL shipments must have TWO contacts:

Recipient #1 Name: _____ Recipient #2 Name: _____

Recipient #1 Phone: _____ Recipient #2 Phone: _____

Recipient #1 Email: _____ Recipient #2 Email: _____

Other Instructions: _____

!! REQUIRED !!