

# FEDEX

Packages must be received in Mail Services by **3:45pm** to be processed the same day. Questions? Call 743-2021.  
Find forms online at <http://www.ttuhs.edu/gs/mail/default.aspx> under, Shipping Forms.

Shipping Date: \_\_\_/\_\_\_/20\_\_\_

Number of packages: \_\_\_\_\_

## Recipient Information

Contact Name (Attn): \_\_\_\_\_

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

Street Address \_\_\_\_\_

**(NO PO Box Addresses)**

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone number: \_\_\_\_\_ Postal Code for International Shipments: \_\_\_\_\_

**Required on all Shipments**

## Service Desired (Check One):

### FedEx:

- Priority Overnight (10:30am)
- Standard Overnight (3:00pm)
- 2 Day
- Express Saver (3 day)
- Ground (**Cannot be in FedEx packaging**)

\*International First (1-2 days. Not available to all countries)

\*International Priority (1-3 days)

\*International Economy (2-5 days)

**\*One original and three copies of a Commercial Invoice are required for all non-documents packages.**

- Residential Address? Yes \_\_\_ No \_\_\_
- Pre-paid Return Shipping Label? Yes \_\_\_ No \_\_\_ (Return phone number required, Not available for int'l shipments)
- Saturday delivery? Yes \_\_\_ No \_\_\_ (Not available to all destinations, see clerk for confirmation)
- Direct Signature Required? Yes \_\_\_ No \_\_\_ (Phone number of recipient required)
- Dry ice? Yes \_\_\_ No \_\_\_ Dry ice weight: \_\_\_\_\_ lbs
- Hazardous materials? Yes \_\_\_ No \_\_\_ (If yes, contact Safety Services at 743-2597 before shipping. Hazmat training must be verified)

Declared Value: \$ \_\_\_\_\_

**Special Instructions/Additional Comments:**  
**(Required on ALL international shipments: Package Content Information)**

## Billing Information

Bill to:  Sender  
 Receiver/3<sup>rd</sup> Party

TTUHSC / TTU FOP Number: \_\_\_\_\_  
or 9-digit FedEx Number: \_\_\_\_\_

## Shipper Information

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_ Ext \_\_\_\_\_

Department: \_\_\_\_\_ STOP: \_\_\_\_\_

Email address for Delivery Notification: \_\_\_\_\_