

FEDEX

Packages must be received in Mail Services by **3:00pm** to be processed the same day. For large quantities, the earlier the better. Call Receiving/Mail at 743-2092 to schedule a pickup. Questions? Call 743-2021.

Find shipping forms online at <https://www.ttuhs.edu/general-services/receiving/forms.aspx>

Shipping Date: ____/____/2023

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: _____ *Required on all Shipments* Postal Code for International Shipments: _____

Domestic Service Desired (Check One):

- First Overnight (8:30am) (Rates 2-3x higher than other overnight services)
 Priority Overnight (10:30am) If shipping Overnight on Friday, do you need Saturday delivery?
 Standard Overnight (3:00pm) Yes, extra charges apply. *Not available to all destinations.*
 2 Day
 Express Saver (3 day)
 Ground/Home Delivery **Cannot be in FedEx packaging** (1-7 days)

International Service Desired (Check One)

- *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 international)
Direct Signature Required? Yes No (Phone number of recipient required)
Dry ice? Yes No Dry ice weight: _____ lbs.
Hazardous materials? Yes No HazMat trained individual responsible for packing box:

Declared Value: \$ _____ Name _____ Phone _____
Safety Services 743-2597- HazMat training must be verified.

Billing Information

Bill to: _____ Sender's FOP Number: _____

OR _____ Receiver/3rd Party 9-digit FedEx Number: _____

Shipper Information

Phone number: _____

Name: _____ Ext _____

Department: _____ Stop: _____

Email address for Delivery Notification: _____

Rev 7/01/2022