

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

**FedEx Form(Fill out prior to shipping)**

**PACKAGES MUST BE AVAILABLE FOR SHIPMENT NO LATER THAN 12 PM WITH THE FOLLOWING EXCEPTIONS:**

***INTERNATIONAL SERVICES MUST BE AVAILABLE FOR SHIPMENT BY 11 AM.***

***GROUND WILL SHIP OUT THE NEXT BUSINESS DAY ONLY.***

Service Type (*Circle One*):      Priority Overnight    First Overnight    FedEx Express Saver  
Standard Overnight    FedEx 2-Day      Fedex Ground

International Service Type (*Circle One*):    Priority Service      Economy Service    First Service

Ship To Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ship To Telephone No.:

\_\_\_\_\_

From:

\_\_\_\_\_

Weight:

\_\_\_\_\_

Purpose:

\_\_\_\_\_

Detailed Description of Contents:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Declared Value:

\_\_\_\_\_

Project ID:

\_\_\_\_\_

PI in charge of Account/Signature:

\_\_\_\_\_

Voucher/PO number(*Returns Only*)

\_\_\_\_\_

***-----  
Administrative Use Only***

Tracking Number:

\_\_\_\_\_

Voucher Number:

\_\_\_\_\_

CMS Number:

\_\_\_\_\_

Date Posted:

\_\_\_\_\_

Amount Posted:

\_\_\_\_\_