

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.ttuhsu.edu/general-services/receiving/forms.aspx>

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

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

Name: _____ Phone number: _____ Ext _____

Department: _____ STOP: _____

Email address for Delivery Notification: _____

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