

FEDERAL EXPRESS
DOMESTIC SHIPPING

IMPORTANT: If your shipment is addressed to a POST OFFICE BOX, you must STOP HERE.
Federal Express must have a complete street address for deliveries, no PO Box addresses allowed.

Today's Date: _____ Department Name: Microbiology
Sender's Name: _____ Phone _____

NOTIFICATION OF TRACKING # BY EMAIL: _____

FedEx will send and email to you on the **date your package has been shipped** and on the **date of delivery** if you enter an email address. **EMAIL ADDRESS:** _____

PAYMENT: Department Banner Account # _____
Recipient's Federal Express Acct #: _____ (a nine digit number)

SERVICES: Please check one:

- _____ **Priority Overnight** (delivery guaranteed by 10:30/12:00 next day)
- _____ **Standard Overnight** (delivery guaranteed by 3:00 PM next day)
- _____ **Economy Two Day** (delivery by second business day)

SHIP TO:

Address must be complete (including street name/suite #) or you may be subjected to an additional \$10 charge for address correction.

IMPORTANT: For Residential Deliveries Only: Federal Express no longer obtains a signature for delivery of residential letters. If you require a signature upon delivery, please select from the options below and note the additional charges associated with that service:

- _____ **Indirect Signature: Fee \$1.50** - FedEx will obtain a signature in one of three ways: a neighbor, any person at the delivery address, the recipient can sign a door tag authorizing the delivery without anyone present.
- _____ **Direct Signature: Fee \$2.00** - FedEx will obtain a signature from any person at the delivery address. If no one at the delivery address FedEx will reattempt delivery.
- _____ **Adult Signature Required: Fee \$2.75** - FedEx will obtain a signature from any person at least 21 years old (government issued ID photo ID required). If no one at the delivery address FedEx will reattempt delivery.

SPECIAL INSTRUCTIONS:

- _____ Saturday Delivery (\$10.00 additional fee)
- _____ Waive Signature Requirement - for non-residential shipments only
- _____ Insurance (your package is automatically insured up to \$100.00)
Value: \$ _____ (additional fee will charged)
- _____ Package contains Dry Ice: _____ pounds of dry ice included in the package.

Signature of Sender: _____
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Package prepared by: _____