

# FEDERAL EXPRESS

## INTERNATIONAL SHIPPING

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

Today's Date: \_\_\_\_\_ Department Name: \_\_\_\_\_  
Sender's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Banner Account Number to be charged: \_\_\_\_\_ 160052 \_\_\_\_\_

**SERVICES:** Please check one:

\_\_\_\_\_ **International Priority** (delivery typically in 1 to 3 business days)

\_\_\_\_\_ **International Economy** (delivery typically in 4 to 5 business days)

You must provide a **COMPLETE** address including a street name or you may be subject to an additional \$10 charge by Federal Express for address correction.

Destination Country: \_\_\_\_\_

**Ship To:** Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
Phone Number\*: \_\_\_\_\_

\*It is very important to include the phone number if available.

**Contents of shipment:**

\_\_\_\_\_ Business Correspondence (educational documents)

\_\_\_\_\_ Other: \_\_\_\_\_

Value: \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**

\_\_\_\_\_ Charge to Recipient's Account Number \_\_\_\_\_

\_\_\_\_\_ Package contains Dry Ice: \_\_\_\_\_ pounds of dry ice included in package.

**Signature of Sender:** \_\_\_\_\_

Package prepared by: \_\_\_\_\_