

GEOSCIENCES MAIL FORM

ALL FEDEX REQUESTS MUST BE RECEIVED **BEFORE 4:00 PM** IN ORDER TO BE PROCESSED FOR PICK UP THE SAME DAY.

Sender: _____ Phone: _____ Date Submitted: _____

Account number: _____ Description of Goods _____ Approx. Wt. _____

Business Office approval required if using department account. Provide explanation/purpose below.

Business Office approval: _____

DOMESTIC SERVICES

FEDERAL EXPRESS

First Overnight
 Priority Overnight
 Standard Overnight
 2-3 Day Delivery
 Express Saver
 Ground

UPS

Air
 Ground

US POSTAL SERVICE

Regular Post
 Priority Post

OTHER

Explain

INTERNATIONAL SERVICE *PLEASE PROVIDE A DETAILED DESCRIPTION FOR CUSTOMS PURPOSES

FEDERAL EXPRESS

Int. First
 Int. Priority
 Int. Economy

UPS

Air
 Ground

US POSTAL SERVICE

Air Mail
 Global Priority

OTHER

Explain

Fill in complete mailing address. FedEx and UPS will NOT deliver to PO BOX numbers.

ADDRESS: _____ TELEPHONE: _____

COUNTRY: _____ ZIP _____
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Tracking number: _____ Sent by: _____ Date: _____

NOTE: Personal FedEx allowed only when lab or discretionary account number is used