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          UPS          US POSTAL SERVICE          OTHER
___ First Overnight       ___ Air      ___ Regular Post       ___ Explain
___ Priority Overnight   ___ Ground  ___ Priority Post
___ Standard Overnight   ___ Ground
___ 2-3 Day Delivery     ___ Ground
___ Express Saver
___ Ground

INTERNATIONAL SERVICE *PLEASE PROVIDE A DETAILED DESCRIPTION FOR CUSTOMS PURPOSES

FEDERAL EXPRESS          UPS          US POSTAL SERVICE          OTHER
___ Int. First            ___ Air      ___ Air Mail            ___ Explain
___ Int. Priority         ___ Ground  ___ Global Priority
___ Int. Economy

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

ADDRESS: ___________________________ TELEPHONE: ___________________________

________________________________________________________________________________________________________

COUNTRY: __________________ ZIP: __________________

__________________________________________________________________________________________________________________________________

Tracking number: ___________________________ Sent by: ___________________________ Date: __________

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