UW Shipping & Receiving - Domestic Shipping Request

Instructions: 1. Complete form electronically 2. Email PDF to shipping.request@uwyo.edu 3. Print, sign and attach to package(s)

Name:				Date:			
E-mail:		Phone:					
Department Name - Organization Number							
Funding Source Type:	UW Account	UW Grant		Collec	Collect Shipping Account		
Funding Source Account:							
Enter a UW Funding Source obtained	from your departme	nt accountant, or	a UPS/FEDEX account f	or the recipient	t you are sending to).	
Signature				Da	ate Signed		
Shipper's signature above certifies, u materials in the package unless indic		o \$75,000 per vic	olation prescribed by 49C	FR 107.329, th	at there are no DO	IT-regulated	
Description of Contents:							
Value for Insurance:		Number of Packages:		Dolly	y Needed?		
Shipper:	Freight	FEDEX	UPS				
Delivery Options:	Ground	3 day	2 day	Ov	ernight		
Specials:	Saturday	Early A.M.	Signature Re	quired	Juired		
Shipping Hazardous Materials?	Yes	Dry Ice	Dry Ice Weight(Ibs)				
Does the package contain any type of battery?	Yes						
	Is it a Lithium battery contained within a device?						
Shipping Address	s - Maximum 3	5 characte	rs per line includ	ing space	s - <u>No P.O.</u>	<u>Boxes</u>	
Company:							
Attention:							
Address 1:							
Address 2:							

City:	State:	Zip:
Phone:		
Does this package require a prepaid label for return to UW?	Yes	