

# UW Shipping & Receiving - Domestic Shipping Request

Instructions: 1. Complete form electronically 2. Email PDF to [shipping.request@uwyo.edu](mailto: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

Collect Shipping Account

Funding Source Account:

Enter a UW Funding Source obtained from your department accountant, or a UPS/FEDEX account for the recipient you are sending to.

Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

Shipper's signature above certifies, under penalties of up to \$75,000 per violation prescribed by 49CFR 107.329, that there are no DOT-regulated materials in the package unless indicated below.

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Description of Contents:

Value for Insurance: Number of Packages: Dolly Needed?

Shipper: Freight FEDEX UPS

Delivery Options: Ground 3 day 2 day Overnight

Specials: Saturday Early A.M. Signature Required

Shipping Hazardous Materials? Yes Dry Ice Dry Ice Weight(lbs)

Does the package contain any type of battery? Yes  
Is it a Lithium battery contained within a device?

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Shipping Address - Maximum 35 characters per line including spaces - **No P.O. Boxes**

Company:

Attention:

Address 1:

Address 2:

City:

State:

Zip:

Phone:

Does this package require a prepaid label for return to UW? Yes