

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

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.

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?

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