PLEASE READ!!
Fedex shipments must be packed and given to service desk by 1:30PM to be sent out same day. UPS shipments will always go out next day. **NO EXCEPTIONS**

Shipping Request Form

The following Information is needed to ship your package

From	Sender's Name (to list on package)
	E-mail (to receive tracking number)
	Phone
	Speed Code (10 Char. Code required)
	Signature

****On all out going boxes please handwrite your From and To addresses on the box**

To	Company Name
	First Name (Required)
	Last Name (Required)
	Phone (REQUIRED)
	Address 1
	Address 2
	City
	State
	Postal code
	Country

Domestic

FedEx

- ☐ First Overnight
- ☐ Priority Overnight
- ☐ **Standard Overnight**

- ☐ **2-Day**
- ☐ Express Saver
- ☐ **FedEx Ground**

Package Type ☐ Envelope ☐ Box

Insurance

Shipments over $1,000.00 value will be automatically insured and charged to shipper.

Insured Value: $_____

Dimensions: _____

Weight: _____ lbs.

Scale available in 151 Le Conte

International

FedEx

- ☐ International First
- ☐ **International Priority**
- ☐ International Economy

Package Type ☐ Envelope ☐ Box

Insurance

Insurance/Commercial Value $_____

Over $1,000? Estimated Tax and Duties: $_____

(*Shipper must call Fedex for estimate*)

Weight: _____ lbs.

Itemized Contents for Customs (required) Qty.

_____ _____

_____ _____

_____ _____

Equip Repair	Purchase Order:	RMA number from vendor:
	Item Description:	Serial Number:
	UC Berkeley Inventory tag number:	