|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sender Information (All Required) | | | | | | | | |
| Sender Name |  | | | | | | | |
| Phone Number |  | | | | | | | |
| Date of Request |  | | | | | | | |
| Cost Center to be Charged |  | | | | | | | |
| Ship with FedEx/UPS |  | | | | | | | |
| International Shipment? | *If International Shipment include page 2 of form* | | | | | | | |
| Service Type (Ground/Priority/etc) |  | | | | | | | |
| Urgency of Delivery (High, Medium, Low) |  | | | | | | | |
| Recipient Information | | | | | | | | |
| Company Name  (Required) |  | | | | | | | |
| Recipient Name  (Required) |  | | | | | | | |
| Address  (Required) |  | | | | | | | |
| City/State/Zip  (Required) |  | | | | | | | |
| Country (if international) |  | | | | | | | |
| Phone Number (Required) |  | | | | | | | |
| Email Address (Optional) |  | | | | | | | |
| Package Information | | | | | | | | |
| Contents (Required) |  | | | | | | | |
| Check Box :  (Required) | Powdered Chemicals  Liquid Chemicals  Other Chemicals  Hazardous Materials  Non-Hazardous | | | | | | | |
| Dimensions) (Required) | Length  (inches) |  | Width  (inches) |  | Height  (inches) |  | Weight  (pounds) |  |
| Value of each package (Required) |  | | | | | | | |
| Email Shipment Date & Tracking # to: (Optional) |  | | | | | | | |
| Email Delivery Date & Tracking # to: (Optional) |  | | | | | | | |
| Special Instructions: | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| International Shipments  (ALL INFORMATION REQUESTED BELOW IS REQUIRED FOR INTERNATIONAL SHIPMENTS) | | | | | | | | |
| How Many units inside package? |  | | | | | | | |
| Weight per unit of product inside package? |  | | | | | | | |
| Total Weight of package contents |  | | | | | | | |
| Country of contents Manufacture |  | | | | | | | |
| Bill Duties, Fees, & Taxes to: | Recipient  UNL Physics & Astronomy | | | | | | | |
| Declared Value (USD) |  | | | | | | | |
| Please check the option that best describes the shipment purpose: | Commercial  Personal Effects  Sample  Personal Use  Gift  Return & Repair | | | | | | | |
|  |  | | | | | | | |