

SHIPMENT INFORMATION

UPS is the University's preferred shipper.

If you require shipment via FedEx or DHL, contact the Main Office: paoffice@unl.edu

All fields are required unless otherwise indicated.

Packages brought to the Main Office after 1:00pm are NOT guaranteed to ship that day.

| Sender Information | | |
|--|--|--|
| Date of Request: | | |
| Sender Name: | | |
| Sender Phone Number: | | |
| Sender Email Address: | | |
| Cost Center to be Charged: (If Recipient pays, list shipper & acct #) | | |
| Urgency of Delivery: (check one) | High (next day, if possible) Medium (2-3 day delivery) Low (4+ day delivery) | Quickest (regardless of price) Cheapest (regardless of ship length) |

| Recipient Information | |
|---|--|
| Company/Univ. Name: | |
| Recipient Name: | |
| Address: | |
| City / State / Zip Code: | |
| Country (if International): | |
| Recipient Phone Number: | |
| Recipient Email Address: | |
| NOTE: Notification will be sent for Ship, Delivery, and Exception to all emails provided plus paoffice@unl.edu | |

| Package Information | | | |
|---|---|---|---------------------|
| Contents: (i.e. Scientific Sample: TiS3 on Silicon) | | | |
| Contents are: (check all that apply) | Non-Hazardous Hazardous Materials Batteries | Powdered Chemicals Liquid Chemicals Other Chemicals | |
| Dimensions of Package: (not required for shipping documents) | Length: (inches) | Width: (inches) | Height: (inches) |
| Weight of Package: | | | |
| Value of Package (in U.S. dollars): | | | |

| Comments |
|----------|
| |

International Shipments

(additional information required for International Shipments)

| | |
|--|--|
| Contents: (i.e. Scientific Sample: TiS3 on Silicon) | |
| *Number of units in package: | |
| *Weight per unit: | |
| *Total weight of contents: | |
| *Country of Manufacture: | |
| Bill Duties, Fees, & Taxes to: (check one) | Cost Center provided on 1st page Recipient |
| Recipient Acct #: (only if duties/taxes/fees are to be charged to Recipient) | |
| Declared Value (in U.S. dollars): | |
| Shipment Purpose: (check best description) | Scientific Sample Commercial Gift Return/Repair Personal Effects Personal Use |

* Not required if shipping documents internationally