

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:		
Phone Number:		
Sender Email Address:		
Cost Center to be Charged:		
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 Crystals: 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 if envelope is used)	Length: (inches)	Width: (inches)	Height: (inches)
Weight of Package:			
Value of Package:			

Comments

International Shipments (additional information <u>required</u> for International Shipments)	
Contents: (i.e. Scientific Sample Crystals: 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:	
Shipment Purpose: (check best description)	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> Scientific Sample Commercial Gift </div> <div style="text-align: center;"> Return/Repair Personal Effects Personal Use </div> </div>

* Not required if shipping documents internationally