

Shipout Form

Institute for Genomic Biology

All regular shipments must be in Shipping & Receiving by 3:30 -3:45 p.m. at the latest.

* All dry ice that is OVER 5 lbs. or going International must go via FedEx and must be in Shipping & Receiving by 2:30 p.m. or the package will not go.

**All dry ice that is 5 lbs. or UNDER in the Continental U.S. will go UPS and must be in Shipping & Receiving by 3:30 p.m.

Affix Tracking No. Here

Date In: _____

Time In: _____

Shipping Information:

Preferred Carrier: UPS (offers discounted rates) Airborne Federal Express Other

Type of Service Requested: Priority (10:30 a.m.) Standard Overnight (3:30 p.m.) 2nd Day Air Ground (UPS)

Insured Value \$ _____ Description of contents: _____

Special Services: Dry Ice (lbs.) _____ Saturday Delivery Dangerous Goods

Billing: Bill Sender (!! Complete **Sender Information** below!!)

Bill Recipient _____ account number Bill Third Partner _____ account number

Ship To Address:

Name: _____

Address 1: _____

Address 2: _____

Address 3: _____

City/State: _____

Country: _____ Zip Code: _____

Telephone: _____

(International shipments must have a telephone number included)

Other Instructions: _____

Sender Information:

Name: _____

Office Address: _____

Telephone: _____

CFOP Number:

- - - ()

C

F

O

P

A-optional

P.O. # _____ Return Materials Authorization # _____

Comments: _____

!! REQUIRED !!