

TTUHSC General Services Lubbock FEDEX Incoming Shipment Form

Form must be received in the General Store BA350 by **3:00pm** to be processed the same day. Questions? Call 743.2021.

Email completed form to: receiving@ttuhsc.edu

Ship Form:

Contact Name: _____

Company Name: _____

Street Address: _____

Address 2: _____

City: _____ State: _____ Zip Code: _____

Phone number (Required): _____

Shipping Information:

Number of Shipping Labels _____

Service: (Not all services available from all locations)

- ☐ Priority Overnight
- ☐ Standard Overnight
- ☐ 2nd Day
- ☐ Express Saver (3 day)
- ☐ Ground (Cannot be in FedEx packaging)

Package:

- ☐ FedEx Envelope
- ☐ FedEx Pak
- ☐ FedEx Box Small _____ Medium _____ Large _____
- ☐ FedEx Tube
- ☐ Other Packaging **Approximate dimensions:** _____ x _____ x _____

Approximate Weight: _____ lbs

Shipping Label Type:

- ☐ Email (Please provide email address) _____
- ☐ Print and deliver next day to Stop number below

Declared value: \$ _____

Dry ice weight: _____ kg/lbs (circle one)

Describe Contents (Required on all incoming FedEx)

Recipient Information:

Name: _____ Department: _____ Stop: _____

Phone Number: _____ TTUHSC/TTU FOP Number: _____ - _____ - _____

Email Address: _____