

TTUHSC General Services Lubbock FEDEX Outgoing Shipment Form

Packages must be received in the General Store BA350 by **3:00pm** to be processed the same day. For large quantities, the earlier the better. Call Distribution at 743.2093 to schedule a pickup. Questions? Call 743.2021.

Shipping Date: ____/____/____

Number of packages: ____

Recipient Information: *Maximum 25 characters on each line*

Contact Name (Attn.): _____

Company Name: _____

Street Address (**NO PO Box Addresses**): _____

Address 2: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Phone number (Required on all shipments): _____ Postal Code for International Shipments: _____

Domestic Service Desired (Check One)

- ☐ First Overnight (8:30am) (*Rates 2-3x higher than other overnight services*) Delivery attempt could occur as early as 4am
- ☐ Priority Overnight (10:30am)
- ☐ Standard Overnight
- ☐ 2 Day
- ☐ Express Saver (3 day)
- ☐ Ground/Home Delivery. (**Cannot be in FedEx packaging**) (1-7 days)
- If shipping Overnight on Friday, do you need Saturday Delivery?
☐ Yes, extra charges apply. *Not available to all destinations.*

International Service Desired (Check One)

- ☐ *International First (1-2 days. *Not available to all countries*)
- ☐ *International Priority (1-3 days)
- ☐ *International Economy (2-5 days)

One original and three copies of a Commercial Invoice are required for all non-documents packages.

Residential Address?

Yes ☐ No ☐

Pre-paid Return Shipping Label?

Yes ☐ No ☐

(Return phone number required. *Not available for international*)

Direct Signature Required?

Yes ☐ No ☐

(Phone number of recipient required)

Dry Ice?

Yes ☐ No ☐

Dry ice weight: _____ lbs.

Hazardous materials?

Yes ☐ No ☐

HazMat trained individual responsible for packing box:

Name: _____ Phone: _____

Declared Value: \$ _____

Safety Services 743.2597 - HazMat training must be verified.

General Services team members are NOT HazMat certified.

Billing Information

Bill to: _____ Sender's FOP Number: _____ - _____ - _____

OR _____ Receiver/3rd Party 9-digit FedEx Number: _____ - _____ - _____

Shipper Information

Name: _____

Phone Number: _____

Department: _____

Stop: _____

Email address for Delivery Notification: _____

Tracking number will be sent the following morning to the Stop number listed