

FedEx Procedure for Airbills:

FedEx Airbills are located in the Main Office, Room 285. FedEx mailing supplies (envelopes, boxes, etc.) are located in the Main Office, Room 285

Please make sure to put the following information on the FedEx Airbill in each section:

- 1) Sender's name and phone number
- 2) **Speedtype to charge in "internal billing reference" spot**
- 3) Recipient information

If you have questions on this process, please contact the main office professional:

Marilynn Bender – marilynn.bender@colorado.edu

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Thank you for your cooperation,

Department of Geological Sciences

Administrative Office