FedEx

DOMESTIC

INSTAAR FedEx Shipment Request Form

(1) Open, fill, and save your form using Adobe Acrobat only (Reader or Pro). (2) Email your completed PDF file to instaaradmin@colorado.edu. (3) We will prep your label and email it to you as an attachment. (4) Print and affix your label. (5) Bring your package to the SEEC dock or FedEx Kiosk.

Sender Information

Sender Name	Speedtype
Organization Name	Justification
Address	City, State, Zip
Phone	Email

Accounting Tech Name _____   **PI Name** _____

Recipient Information

Company/Organization	Contact Name
Address	
City, State, ZIP	
Contact Phone	Contact Email

Is this a Residence?   ◯ Yes   ◯ No

Service Type

◯ First Overnight   ◯ Priority Overnight   ◯ Standard Overnight
◯ 2Day   ◯ Express Saver   ◯ Ground

Requested Ship Date _____

Schedule FedEx ◯ **Pickup** at SEEC dock   ◯ **Drop-off** at FedEx Kiosk

Package & Shipment Details

◯ FedEx Envelope   ◯ FedEx Pak   ◯ FedEx Box   ◯ FedEx Tube   ◯ Your Packaging

Weight (exact or best guess in pounds)
Package Dimensions (in inches)
Value of items shipped (in $)