



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](mailto: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 INSTAAR	Justification
Address 4001 Discovery Dr	City, State, Zip Boulder, CO 80303
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 \$)