



INTERNATIONAL

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 work with CU Mailing Services to prep your label and then email it to you as an attachment. (4) Print and affix your label. (5) Bring your package to the SEEC dock.

PLEASE READ FURTHER INSTRUCTIONS AT BOTTOM OF PAGE

Sender Information

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

Accounting Tech Name _____ **PI Name** _____

Recipient Information

Company/Organization	Contact Name
Address	
City, Province/State, Postal Code, Country	
Contact Phone	Contact Email and preferred language

Should recipient pay duties/taxes/fees? ☐ Yes ☐ No

Service Type

☐ International First ☐ International Priority ☐ International Economy ☐ International Ground

Requested Ship Date (SEEC Dock) _____ **Date package needs to arrive** _____

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 \$)
Detailed description of contents and declared value (hazmat, quantity, materials, intended use, etc.)

If you are sending a complicated shipment to another country, please submit a detailed packing list to the INSTAAR Front Office as much in advance as possible. All International shipments go through CU Mailing Services for commercial invoice preparation and therefore require extra time to process. **CU has an account with United Parcel Service (UPS) if that is a preferred carrier.**