



DOMESTIC

INSTAAR FedEx

Shipment Request Form

Email your completed PDF file to instaaradmin@colorado.edu. A package label will be emailed to you to attach to your shipment. *Then bring your labeled package to the SEEC dock or a FedEx Kiosk.*

Recipient Information:

Company/Organization (optional)	Contact Name:
Address:	
City, State, ZIP:	
Contact Phone:	Contact Email:

Is this a residence? Yes No

Shipping Details:

First Overnight	Priority Overnight	Standard Overnight
2Day	Express Saver	Ground

Packaging Details:

FedEx Envelope	FedEx Pak	FedEx Box	FedEx Tube	Your Packaging
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Weight (exact or best guess in pounds):
Package Dimensions in inches:

Schedule FedEx: Pickup at SEEC dock OR FedEx Kiosk Drop-off

*Requested Ship Date: _____

Sender Information:

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

Accounting Tech: _____ PI Name: _____

I have confirmed this shipment with the PI