



INTERNATIONAL

INSTAAR FedEx

Shipment Request Form

Email your completed form 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.*

***PLEASE READ INSTRUCTIONS AT BOTTOM OF PAGE**

Recipient Information:

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

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

Shipping details:

International First International Priority International Economy International Ground

Packaging Details:

FedEx Envelope FedEx Pak FedEx Box FedEx Tube Your Packaging

Weight (exact or best guess in pounds):
Package Dimensions in inches:
Detailed description of contents & Declared value (hazmat, quantity, materials, intended use, etc.):

Requested Ship Date (pick up from SEEC Dock): _____ Date package needs to arrive: _____

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

**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. We will forward this to Mailing Services for commercial invoice preparation. CU has an account with United Parcel Service (UPS) if that is a preferred carrier.*