

# Physics & Astronomy Shipping Request Form

ALL Shipments must be label ready (prepackaged).

See Mica or Arkedia for PCard returns or Purchase Order returns.

See Receptionist for all other shipments.

**PLEASE PRINT.** All fields are required information.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Select Type:    \_\_\_ PCard Return    \_\_\_ PO Return    \_\_\_ Other

**SHIP TO:**

Company \_\_\_\_\_

Contact Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

Street Address \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

**DETAILS:**

Value of Contents \_\_\_\_\_ Insure Package? \_\_\_\_\_

Description of Contents \_\_\_\_\_

Weight of Package \_\_\_\_\_

Dimensions    L: \_\_\_\_\_ inches    W: \_\_\_\_\_ inches    H: \_\_\_\_\_ inches

**SERVICE TYPE:**

\_\_\_ NEXT DAY    \_\_\_ 2<sup>nd</sup> DAY    \_\_\_ 3 DAY    \_\_\_ GROUND

**BILLING:**

UGA Account Number \_\_\_\_\_

OR

Receiver UPS/FEDEX Account Number \_\_\_\_\_