

**Engineered Biosystems Building**

Atlanta, Georgia 30332-2000 U.S.A.

Phone: (404) 385-4399

**EBB UPS/FedEx Shipping Request**

***Please note that we do not give out shipping account numbers. Labels can be created at your request. Once the package is ready for shipment, requester must arrange for pickup from the EBB stockroom.***

**UPS LABEL REQUEST:**

|  |  |
| --- | --- |
| **Account number for the charge:** |  |
| **Shipping Purpose:** |  |
| **Sender’s Name:** |  |
| **Sender’s Address:** |  |
| **Sender’s Email:**  |  |
| **Sender’s Phone Number:** |  |
| **Receiver’s Name:** |  |
| **Receiver’s Address:** |  |
| **Receiver’s Email:**  |  |
| **Receiver’s Phone Number:** |  |
| **Shipping Method:***(Next Day Air, 2nd Day Air, 3 Day Select, Ground Service)* |  |
| Package type:*Small/Medium/Large box/Pak/Tube/Other Packaging/Letter*  |  |
| **Weight (lb):** |  |
| **Dimensions (in):***(L x W x H)* |  |
| **Declared Value:***(if over $50)* |  |
| **Does this package include batteries? If so, please state which option below***Lithium Ion (alone), contained in equipment, packed with equipment OR Lithium Metal (alone), contained in equipment, packed with equipment* |  |
| **Special notes for this shipment request:**  |  |

**FEDEX LABEL REQUEST:**

|  |  |
| --- | --- |
| **Account number for the charge:** |  |
| **Shipping Purpose:** |  |
| **Item Description(s) & Quantity:** |  |
| **Sender’s Name:** |  |
| **Sender’s Address:** |  |
| **Sender’s Email:**  |  |
| **Sender’s Phone Number:** |  |
| **Receiver’s Name:** |  |
| **Receiver’s Address:** |  |
| **Receiver’s Email:**  |  |
| **Receiver’s Phone Number:** |  |
| **Weight (lb):** |  |
| **Service Type:** *(FedEx Ground, First Overnight, Priority Overnight, Standard Overnight, FedEx 2Day AM, FedEx 2Day, FedEx Express Saver)* |  |
| **Package Type:***(FedEx Envelope, FedEx Pak, FedEx Box, FedEx Tube, or Your Packaging)* |  |
| **Dimensions (in):***(LxWxH)* |  |
| **Declared Value:***(if over $50)* |  |
| **Customs Value (Int’l shipments):**  |  |
| **Special notes for this shipment request:** *(State if Dry ice is included & the weight)* |  |