

Check here to use UPS ground: (cheaper for heavier, non-urgent packages)

Submit this form by 2pm to have your airbill created for same day shipping.

Staff located off-site will receive an email link from fedex.com to print the airbill.

SENDER'S INFORMATION:

TODAY'S DATE:

Your name

Sender's name on airbill (if different from yours)

Phone no.

Date must arrive by?

Your email

Ship-From Address (if shipping from a remote location):

Address 1

Address 2

City

State

Zip

Approving P.I. or Director (please print):

Signature:

Chartstring to be recharged:

cf

Recipient's AltaMartinez's FedEx account #

SHIP TO:

Company

Contact name

Address 1

Address 2

City

State

Zip

Phone no.

(optional): Email for notification of shipment/delivery

Shipment Details:

Service type

Weight

Declared Value

Dimensions (if non-FedEx pkg)

lbs

U.S. Dollars

Package type

Contents description

Saturday delivery?

Submit this completed form via email to: alta.martinez@berkeley.edu

Or bring to Maria Martinez in Rm 208, phone 642-8022. Backup:

Business Administration Office use only:

Label created by _____ Date/time _____ Delivered via _____