

## FEDEX INTERNATIONAL AIRBILL REQUEST FORM

Submit this form to have your airbill created for your international shipment.  
**Note:** Request received after 2pm will be processed the next business day.

Approving P.I. or Director (please print): \_\_\_\_\_ signature \_\_\_\_\_

### SENDER'S INFORMATION:

TODAY'S DATE:

Your name  Your phone  Your LHS Department

Your email address  2nd email address, to receive ship/delivery confirmation

Sender's name on airbill (if different from your name):  Date must arrive by?

### BILLING:

Chart string to be recharged

or

Third Party FedEx Account #

Recipient's FedEx account #

### SHIP TO:

Destination Country:

Check if this is a residence

Company  Contact name

Address 1  Address 2

City  State/Province  Postal code

### SHIPMENT DETAILS:

Shipping a **product**: OR  Shipping **documents**: select type  Weight  lbs

Service type  Recipient's phone number  ext

Package type  Total value in USD \$  Dimensions of package if non-FedEx packaging   Saturday delivery

Email this completed form to: [alta.martinez@berkeley.edu](mailto:alta.martinez@berkeley.edu) or bring to Maria Martinez in Rm 208, Ext 642-8022; back up- Deborah F Martinez in Rm 208, Ext 642-2555

Label created by: \_\_\_\_\_ Date/time \_\_\_\_\_ Delivered via \_\_\_\_\_