



FedEx label request

Sender's Information

Name: _____ Email: _____

Phone: _____ Hazardous Materials Included?

Recipient's Information

Name: _____ Company: _____

Address:

Phone: _____ Email: _____

Description of Shipment

Weight in pounds: _____ (if blank, S&R staff will determine when creating the label)

Dimensions in inches: ____ x ____ x ____ (if blank, S&R staff will determine)

Index number to charge: _____

Ship Date:

Delivery date:

Level of Service:

For overnight shipments, please choose one:

- Standard Overnight - delivery by end of the carrier's route, usually by 5pm for businesses
- Priority Overnight - delivery by noon or earlier to most locations
- First Overnight – delivery as early as 8-9 AM, no discount with VIMS FedEx account

For international shipments, please include our customs information form.

Dry Ice included? _____ If so, weight of Dry Ice in the package _____ lbs.

For shipments that will include any Hazardous Materials or Dangerous Goods other than dry ice or in addition to dry ice, please include our HazMat shipment request form with this request.

Please let us know of any questions or concerns at (804) 684-7032 or shipping@vims.edu.

Please save the completed form and attach it to an email sent to shipping@vims.edu to submit.