



Postal Tracking Number 8100 8993 8988

Post. Off. 0200

Sender's Copy

1 From Please print and print hard. Date 7-18-2019 Sender's FedEx Account Number See Chemistry Staff for account #

Sender's Name Your Name Phone Your Phone

Company University of Kansas - Chemistry Department

Applicable Address Shipping Address: 1621 Ousdahl Road Chemistry Office: 1567 Irving Hill Road - Room 1140 ISB

City Lawrence State KS ZIP 66045-7564

2 Your Internal Billing Reference PI name - funding source & account/funding # and short description of item sending

3 To Receiver's Name Receiver's Name Phone Receiver's Phone

Company Company Name/Department Name

Receiver's address/Suite or room (no PO Boxes) Hold Weekday Use location address REQUIRED, available for FedEx First Overnight.

Address Use for continued address or a hold location address Hold Saturday Use location address REQUIRED, available only for FedEx Priority Overnight and FedEx 2Day to select locations.

City State ZIP

If HOLDING - select one of the boxes



4 Express Package Service *To most locations. Package up to 150 lbs. For packages over 10 lbs. use the FedEx Easy wrap or A40E.

Next Business Day 7 or 3 Business Days. FedEx First Overnight, FedEx Priority Overnight, FedEx Standard Overnight, FedEx 2Day A.M., FedEx 2Day, FedEx Express Saver.

5 Packaging *Declared value limit \$5000. FedEx Envelope, FedEx Pak, FedEx Box, FedEx Tube, Other.

6 Special Handling and Delivery Signature Options For a more apply, see the FedEx Service Guide.

Signature Delivery, No Signature Required, Direct Signature, Indirect Signature, Does this shipment contain dangerous goods? Must select one.

7 Payment Bill to: Sender, Recipient, Third Party, Credit Card, Cash/Check.

Total Packages 1 Total Weight 1 lbs. Total Declared Value \$100

644. FedEx is insured to \$100,000 within your state or a higher value. See us at the store by using the address on any one of the service contracts on the back of this airbill and in the FedEx Service Guide, including the 1-800-MyFedEx. Rev. Date 3/13 • Part 1 10002 • ©2013-2015 FedEx • PRINTED IN U.S.A. 2015A0002

Shipping labels must be filled out in room 1140 ISB. Please have all of the required information on hand when you are ready to complete the shipping label.

Over for more instructions

FED-EX Instructions

Please write legible and press clearly on the Federal Express Form.

- ▶ **Air Bill must be completed within the Chemistry Department**
- ▶ **Air Bill must include internal billing information:**

- * Name of the PI requesting the shipping
- * Funding source and funding account number
- * Brief description of the item being shipped

Note: *If you run out of room in the billing reference area provide details on separate paper*

- ▶ Staff member must review form to make sure all required information is listed
- ▶ Staff member must scan SENDER'S COPY and email copy to SSC: Rick Huettenmueller/Jessica
- ▶ Staff member - please give sender back the original Fed-Ex form for their file & tracking purposes
- ▶ If needed - Staff member to provide shipping packing materials

Federal Express Drop off Boxes are located in Strong Hall (Basement) or Haworth Hall 4th floor (Biology Department)

**See back for an Example of how to complete
the Federal Express Form**