

# FEDEX SHIPPING GUIDELINES

**Chemistry faculty, staff & students must complete this online form prior to every shipment using the department account:**

[Chemistry FedEx Account Request](#)

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Upon completing the online form, visit Lauren Bias in 1140E to obtain a FedEx shipping label. Faculty, staff & students outside of Chemistry should contact their department support staff for their FedEx account number and shipping labels.

## **Shipping Label Instructions**

*Please press hard when writing so all the information shows clearly.*

**[Under #1]:** Enter sender's information – **do NOT** leave this blank

**FedEx Account #:** Contact Lauren Bias for the Chemistry account number. This account number is only for **Chemistry** faculty, staff & students.

**[Under #2]:** Enter the name of the PI whose lab is shipping the package in the Internal Billing Reference section.

**[Under #3]:** Enter recipient's information

Call 1.800.463.3339 to schedule your pick-up and drop your package off at the Chemistry/Gray-Little Storeroom. ***You must schedule a pick-up for your package to be shipped.***