**FEDEX SHIPPING GUIDELINES**

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

The FedEx labels below are for Chemistry faculty, staff & students only. Faculty, staff & students outside of Chemistry should contact their department support staff for their FedEx account number and shipping labels.

**[Under #1]:** Enter sender’s information

**FedEx Account #:** 1197-4678-7 (already listed on the form)

*\*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.***

**YOU MUST COMPLETE THE INTERNAL BILLING FORM BEFORE SHIPPING**