

# Non-Hazardous Material Shipment Request

**BILL TO** Purdue University Account: \_\_\_\_\_ or Recipient's FedEx Account: \_\_\_\_\_

WBSE or IO

**FROM**

Name: \_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_

Department: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Faculty Contact: \_\_\_\_\_

Insurance: \_\_\_\_\_ Monetary Value: \_\_\_\_\_

(if blank then \$0.00 will be assumed)

**TO**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
(include street address, city, state, and zip code)

Country: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Delivery Preference**

- |   |   |
|---|---|
| <input type="checkbox"/> Priority Overnight | <input type="checkbox"/> International First    |
| <input type="checkbox"/> Standard Overnight | <input type="checkbox"/> International Priority |
| <input type="checkbox"/> Express Saver      | <input type="checkbox"/> International Economy  |
| <input type="checkbox"/> Ground             |   |

or

Date Needed at Destination: \_\_\_\_\_

**Description of Material:**

**Special Instructions:**

(Stability concerns, packaging requirements, etc.)