

# Federal Express Shipping Form

Ferris State University

FSU Reference #: \_\_\_\_\_

## Recipient Information:

Contact Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt./Suite # \_\_\_\_\_

**NOTE: PO Boxes CANNOT be used for FedEx – if a PO Box is listed it will be shipped USPS**

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number:(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ ext# \_\_\_\_\_

**YOUR CHOICE OF THE FOLLOWING OPTIONS INSURES CORRECT METHOD OF SHIPMENT AND FREIGHT CHARGES:**

### Service Type:

- FedEx First Overnight by 10:00 am (costly)
- FedEx Priority Overnight by Noon
- FedEx Standard Overnight by 4:30 pm
- FedEx 2<sup>nd</sup> Day
- FedEx Ground Service
- FedEx Express Saver
- Saturday
- International Priority
- International Economy
- Other \_\_\_\_\_

### Shipping Charges:

Ferris to Pay  
INDEX#: \_\_\_\_\_  
(NOT FOAP#)

Vendor to Pay  
FedEx Shipping #: \_\_\_\_\_

### Sender Information:

Name: \_\_\_\_\_ Phone #:(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ ext # \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

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

Quantity	Description	Declared Amount

**NOTE: International mail must have a detailed description and a declared amount.**

-----SHIPPING RECEIPT-----

FERRIS STATE UNIVERSITY MAIL CENTER/RECEIVING (231) 591-2161

**FORM MUST BE COMPLETE**