



California State University **Chico**  
Distribution Services

(530) 898-5115 | FMS Warehouse 114B |  
distribution@csuchico.edu

## Shipping Services Form

### SENDER INFORMATION & BILLING

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

Name: \_\_\_\_\_ Email (to receive tracking information): \_\_\_\_\_

Department: \_\_\_\_\_ Ext: \_\_\_\_\_

Mailbag Code (e.g. Mail285, FD12345) **OR** Recipient/3<sup>rd</sup> Party Acct #: \_\_\_\_\_ # of Packages: \_\_\_\_

Declared Value (additional insurance charges may apply): \_\_\_\_\_

### RECIPIENT INFORMATION

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Company Name \_\_\_\_\_ Email: \_\_\_\_\_

Address line 1 \_\_\_\_\_

Address line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Reference Line (Purchase order, invoice number, RMA#, etc.) \_\_\_\_\_

### SHIPMENT INFORMATION

Description of Items being shipped? \_\_\_\_\_

**Does this package(s) contain anything hazardous such as: lithium or lithium-ion batteries, dry ice, aerosol products, other chemical products, fragile or perishable items?**  **NO**  **YES** (If you responded YES or are UNSURE how to answer this question, YOU MUST contact Environmental Health & Safety at ext. 5126 PRIOR to releasing your packages to Distribution Services for shipment)

No Time Restriction for Delivery (lowest cost option)

**OR**

Must Arrive by Date: \_\_\_\_\_

### SPECIAL SHIPPING SERVICES (Additional fees may apply)

Request Specific Carrier Service (FedEx, UPS, USPS): \_\_\_\_\_

Signature Required

Saturday Delivery

Include Return Label (for shipping item back to Chico State)