

FEDEX Shipping Request Form - Dept. of Mechanical Engineering

Please fill out this form and bring to the Mech Eng Office for weighing & processing.

Please note that the account holder's number & signature is needed in order to proceed.

Recipient Information

Recipient Name

Recipient Email Address

Recipient Phone Number (required)

Recipient Mailing Address

Sender Information

Sender Name

Sender Email Address

Sender Phone Number

Sender Mailing Address (if *other* than McMaster)

Package Details

Dimensions (if *other* than a standard FEDEX box or envelope)

Length

Width

Height

Value (0 for documents)

Billing Information

Account Holder Name

Account Number to be Charged

Account Holder Signature

Shipments Outside of Canada (for goods other than correspondence/documents)

Purpose of Shipment

Country of Manufacture

Contents of Package

Shipments Requiring Extra Insurance (\$2000 or more)

Current or Replacement Value?

Who Will Insure if Shipped Back?

Date to be Shipped Back (If appl.)

Other Info