

**UALR MAIL SERVICES
FED EX SHIPPING INFORMATION FORM**

Date: _____

Weight: _____

**FILL OUT COMPLETELY
INCOMPLETE FORMS WILL BE RETURNED TO THE DEPARTMENT**

- Standard Ground Service
- Next Day Air
- Second Day Air
- 3-Day

- International Priority
- International Economy

Is this a Residential or Commerical Address?

THIS FORM CAN NOT BE USED FOR P.O. BOXES

Dollar Value of Contents: \$ _____

DESTINATION:

Recipient's Phone: _____

Content Description: _____

Bag #: (NOT FOAPAL) _____

Department: _____

Print Name: _____

Sender's Phone: _____

Email Address: _____

Note: International FedEX shipments that are not paper documents require a pre-conference with Mail Services.