



**Warnell School of Forestry  
& Natural Resources**  
**UNIVERSITY OF GEORGIA**

**Shipping Request**

**Please note if a package contains dangerous materials, we ask that you ship the package and we will reimburse you for the shipping**

**Sender Information:**

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

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

\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Account number: \_\_\_\_\_

**Receiver Information:**

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

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

\_\_\_\_\_  
\_\_\_\_\_

\*Phone: \_\_\_\_\_

*\*Absolutely necessary for any intl. shipments*

**Package Information:**

What is inside: \_\_\_\_\_

Approx. Weight: \_\_\_\_\_

Approx. Size (LxWxH): \_\_\_\_\_

Any important notes regarding package:

\_\_\_\_\_

**Shipping Information:**

Type of Shipping: (UPS is default shipper)

UPS Next Day

UPS 2<sup>nd</sup> Day

UPS 3 Day

\*UPS Ground

*\*Typically 3-5 Days*

Insurance?

Yes

No

If yes, how much? \_\_\_\_\_

Fill out **ONLY** if you prefer **FEDEX**  
*(Otherwise, leave blank)*

How soon does the package need to arrive?

\_\_\_\_\_ Days

**IF THIS BOX IS FILLED OUT THE  
SHIPMENT WILL BE SENT VIA FEDEX  
INSTEAD OF UPS**

PLEASE SUBMIT THIS FORM TO

ASHLEY MCCULLOUGH ([moore905@uga.edu](mailto:moore905@uga.edu)) or MAGEN BALLARD ([emb0926@uga.edu](mailto:emb0926@uga.edu))



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**International Shipment Request**

**\*\*This form is in *ADDITION* to the Shipment Request form and must be filled out for all International Shipments\*\***

***Additional package information:***

Shipment Purpose:

Commercial

Return/Repair

Sample

Total customs value: \$ \_\_\_\_\_

Unit of Measure: \_\_\_\_\_

Commodity Description: \_\_\_\_\_

*(Pieces, each, cubic feet, barrels, carats, etc.)*

\_\_\_\_\_

Quantity: \_\_\_\_\_

Commodity Weight: \_\_\_\_\_

As Totals

Per Unit

Customs Value: \_\_\_\_\_

As Totals

Per Unit

Country of Manufacture: \_\_\_\_\_