

Outgoing Shipments Form



TEXAS A&M UNIVERSITY
Department of Electrical
& Computer Engineering

Approval

(Form may be signed by the PI or approval may be sent via email to property@ece.tamu.edu.)

PI Approval: _____

Account #: _____

Sender Information/From:

Your Name: _____

Your UIN: _____

Your Phone #: _____

Your Email Address: _____

Shipping Information/To:

Country (If not USA): _____

Company: _____

Contact Name: _____

Address 1: _____

Address 2 (building, room, etc.): _____

ZIP: _____

City: _____

State: _____

Contact Phone #: _____

Package Details

Weight (lbs.)	Dimensions (in.)			Declared value (\$)
_____	L _____	W _____	H _____	_____
_____	L _____	W _____	H _____	_____
_____	L _____	W _____	H _____	_____
_____	L _____	W _____	H _____	_____
_____	L _____	W _____	H _____	_____

For insurance purposes - If a value is not declared, \$0.00 will be used.

Service type:

- First Overnight 8:00 AM
- Priority Overnight 10:30 AM
- Standard Overnight 3:00 PM
- 2 Day by 10:30 AM
- 2 Day by 4:30:00 PM
- Ground by End of Day

Notes: _____

For international shipments - a detailed list of items must be provided. Please include model numbers, serial numbers, and each item's customs value or cost to make. If an item does not have a model number, please send a picture of the item to property@ece.tamu.edu.