HOW TO
Ship Packages

FedEx handles Domestic and International Shipments.

1. Download and complete the fillable PDF Shipping Form for Outgoing Packages.
   - Account number is **required**.
   - Sign the shipping form by typing in First and Last Name.
   - For international shipments complete second page.

2. For the **SPRING 2021** Semester, one of the return addresses listed below must be chosen.
   - Please indicate on the shipping form which address the DGS Front Office should use.
   - If a return address is not indicated, the DGS Front Office will default to the standard shipment return address.
   - **If working remotely, sender may choose to use their home address.**

   For standard shipments:
   (Sender’s Name) c/o
   University of Texas at Austin
   Campus Distribution Services
   2706 Montopolis Dr.
   Austin, TX 78741
   Attn: Geological Sciences EPS 1.130

   For temperature-sensitive or hazardous shipments:
   (Sender’s Name) c/o
   University of Texas at Austin
   NHB Rm. 1.510
   100 E. 24th St.
   Austin, TX 78712

3. Prepare item(s) for shipping.
   - Packing material can be found on the third-floor copier room (JGB 3.326).
   - Properly seal box with tape.

4. Email completed shipping form to DGS-Front_Desk@jsg.utexas.edu.

5. The DGS Front Desk creates shipping label and will email it to you to within 24 hours from date of initial e-mail.
   - You (the sender) and the receiver will both receive an email shipping notification from FedEx.
   - DGS Front Desk will **not** monitor shipping progress, up to requestor to check tracking number.

6. Print shipping label and attach to package.

7. Deliver package to any location which accepts FedEx.
   - **FedEx drop-off** near the UT Main Campus is located at FedEx Office, Print & Ship Center, 2711 Guadalupe Street.
     - Package Allowances: Up to 150 lbs; up to 108" in length, and 165" in length plus girth.
Shipping Information for Outgoing Packages
Items in Bold are required.

**Sender Info**
- Name:__________________________________________
- Phone:_________________________________________
- Email:_________________________________________

**Receiver Info**
- Name:_________________________________________
- Phone:_________________________________________
- Email:_________________________________________
- Institution:_____________________________________
- Address:_______________________________________

**Shipping Info**
- Account Number:_________________________________________
- Shipping on behalf of advisor/faculty?  Yes____ No____
- Account holder/Advisor:_________________________________________
- Samples for analysis that Dept. will be invoiced for:  Yes____ No____
  If yes, make sure you’ve spoken with a purchasing representative in the Business Office.

**General description of package contents:**
_________________________________________
_________________________________________

- Total Weight (lbs.):________________________
- Package Dimensions (Inches):  L_____ W_____ H_____
- Package Value $_________________________

**Sender Signature:**_________________________________________

*Complete Page Two for INTERNATIONAL SHIPMENTS.*
INTERNATIONAL SHIPMENTS: In addition to the information above, international shipments require the weight, dimension, and description of each item in the package.

Item #1: Description:________________________________________________________
Weight:_________ Dimensions:  L _____ W _____ H _____

Item #2: Description:________________________________________________________
Weight:_________ Dimensions:  L _____ W _____ H _____

Item #3: Description:________________________________________________________
Weight:_________ Dimensions:  L _____ W _____ H _____

Item #4: Description:________________________________________________________
Weight:_________ Dimensions:  L _____ W _____ H _____