

## 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](mailto: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:** \_\_\_\_\_

**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 \_\_\_\_\_