



Bioengineering FedEx Authorization Form

Submit your request to BEorders@hsseas.ucla.edu

Requestor: _____

Email: _____

FAU: _____

PI Name: _____

PI Signature/Approval: _____

Ship To:

Company Name: _____

To: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Country: _____

Telephone#: _____

Package Type:

- FedEx Envelope
- FedEx Pak
- FedEx Box
- FedEx Tube
- Your Packaging

Service Type:

- FedEx Ground
- Standard Overnight
- Priority Overnight
- First Overnight
- 2-Day Express
- Express Saver
- Ground Home Delivery

Special Services:

- Dangerous Goods/Hazardous Materials
- Dry Ice
- Signature Required

If International:

- International Priority
- International Economy
- International First

Package Details:

What is it that you are sending: _____

How much does it weigh: _____

What are the dimensions of the package: _____

Declared Value: _____

Is it International: ____ Yes ____ No *(If Yes, further information is required below)*

Is it Documents: ____ Yes ____ No *(If No, further information is required below)*

Country of Manufacture: _____

Quantity: _____

Unit Price: _____

Description: _____

****Required if Unit Price > 2500***

Harmonized Code: _____

TIN (EIN): _____

ITN: _____

****Required for International Freight***

SLC: _____

Booking#: _____

Where will you be dropping off the package?

- BE Main Office (ENG V, RM: 5121 at the Front Desk)
- Engineering Loading Dock
- CHS Loading Dock
- FedEx location

Please Note: If you are requesting pick-up from the office, your package will need to be brought to the office by 12:00pm for a courier dispatch on the date/day you agree on with BEorders.

