



**CF PRINTING AND POSTAL SERVICES
FEDEX DOMESTIC SERVICE REQUEST**

352-873-5803, ext. 1396
usps@cf.edu

**Attach completed form to package and bring to the post office in Building 35.
Any package(s) not accompanied by completed form will not be shipped.**

Sender Information

Date: MM/DD/YY _____

Sender's Name: _____ Sender's Telephone/Ext.: _____

Department Budget No.: _____ Department: _____ **Personal Shipping**

Recipient Information

Recipient's Name: _____ Telephone No.: **Required** _____

Company Name: _____

Address Line 1: (No P.O. Boxes) _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Is this a residential address? Yes No Do you want to authorize delivery without obtaining a signature? Yes No

Domestic Package Sizes and Weights: (Up to 150 lbs. each; prior approval is required if any package in the shipment exceeds 70 lbs. or if any one side of a package exceeds 48". Packages can be no larger than 119" x 165" plus girth L+2xW+2xH).

Domestic Services: (Monday–Friday, with Saturday pickup and delivery also available for an additional charge)

- FedEx Same Day® Cross Country:** Door to door within hours, depending on availability. 7 days a week; 365 days a year.
- FedEx First Overnight®:** Next-business-day delivery by 8, 8:30, 9 or 9:30 a.m. to most areas and by 10 a.m., 11 a.m. or noon to additional extended areas, depending on destination zip code. FedEx envelopes must weigh 10 lbs. or less, FedEx paks, boxes and tubes must weigh 50 lbs. or less.
- FedEx Priority Overnight®:** Next-business-day morning delivery by 10:30 a.m. to most U.S. addresses; noon- 5 p.m. in remote areas; noon-4:30 p.m., Saturdays for an additional charge.
- FedEx Standard Overnight®:** Next-business-day delivery by 3 p.m. to most U.S. addresses; 4:30 p.m. rural areas; 8 p.m., residences.
- FedEx 2-Day A.M.®:** Delivery by 10:30 a.m. to most U.S. addresses; noon to rural areas.
- FedEx 2-Day®:** Second-business-day delivery by 4:30 p.m. to most U.S. addresses; noon to rural areas; 8 p.m., residences p.m.
- FedEx Express Saver 3-Day®:** Businesses by 4:30 p.m.; residences 8 p.m. in three days.
- FedEx Ground®:** 1-5 business days within the contiguous U.S., by end of business day. Up to 150 lbs.; up to 108" in length, 165" in length plus girth (L+2W+2H).
- FedEx Home Delivery®:** 1-5 business days within the contiguous U.S.; Tuesday-Saturday, 9 a.m.-8 p.m. Up to 70 lbs., 108" in length, 165" in length plus girth (L+2W+2H).

Special Handling Services:

- Saturday Delivery (Available for FedEx Priority Overnight and FedEx 2-Day to select zip codes)
- Insurance: \$ _____ Declared Value: \$ _____ (FedEx liability is limited to \$100 unless you declare a higher value.)

Packaging:

FedEx Envelope FedEx Box FedEx Pak FedEx Tube Other _____

Total No. of Packages: _____ Total Weight: _____ Length: _____ Width: _____ Girth: _____

Does this shipment contain hazardous materials? Yes No (If yes, what kind?) _____

Payment - Bill To: (check one)

Sender (CF) Recipient (Acct. No.) _____ Third Party (Acct. No.) _____ Cash/Check

Shipper's Signature: _____ Printed Name: _____

Tracking No.: _____ Amount: \$ _____