

To ship a letter or package via FedEx, please complete all the required fields of this form by computer and bring a signed copy to the Service Center. If you have any questions, please email swassist@columbia.edu or call 212-851-2202.

STEP 1: Contact Information

Name	UNI
Department	Phone

STEP 2: About Your Shipment & Service Option

Description of Items You Are Shipping	Qty. of Boxes/Envelopes	Business Purpose
FedEx Priority Overnight	FedEx Standard Overnight	FedEx 2Day
FedEx Ground/Home	FedEx International Priority	FedEx International Economy

STEP 3: Recipient Information

Recipient Name	Company	
Country	Recipient Phone Number	
Address Line 1	Recipient Email Address	
Address Line 2		
Zip Code	State	City

STEP 4: Payment Information

Estimated Cost (To be completed by Service Center Staff)

Natural Account	Dept.	Project	Activity	Initiative	Segment	Site

STEP 5: Signatures

Submitted By:	Approved By:
Name	Name
	Signature & Date