

SSRL/LCLS User Shipping Request Form

(Non-hazardous Material)

Will this be shipped to a location outside of the U.S.? Yes No

If yes, user must complete Power of Attorney and certify concurrence with terms and conditions.

Have you confirmed with Cathy Knotts or Lisa Dunn that this has been completed?

- It can take several days to process shipping requests through SLAC. Missing or insufficient information will delay shipments further.
- Hazardous Materials Shipments must be declared on the Hazardous Material Shipping Form and must be approved by ES&H Representative.

Your Name: _____ Date: _____

Phone: _____ E-mail: _____

Spokesperson/PI: _____ Proposal #: _____

Ship to (if being shipped to an intermediary, list all recipients):

Recipient Name: _____ Phone: _____

Institution: _____

Address: _____

Address: _____

City: _____ State/Province: _____

Zip: _____ Country: _____

Intermediary Name: _____ Phone: _____

Ship Via:

Federal Express

Overnight

Economy (2-day)

UPS

Next-day Air

Regular Air (3 days)

Ground (5-6 working days)

Other: _____

Method of Payment:

Pre-paid Carrier Account: _____ (preferred method)

SSRL/LCLS User Financial Account Number:

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***Shipment Must Arrive By:** _____

****Insurance:** None

Declare: _____

**Date is looked at by SLAC Shipping & Receiving to determine best shipping method*

***For international shipments, a declared value is required*

User Shipping Form Attachment

Package 1 of

Total # of Packages:

Item	Detailed description of each item (include manufacturer, if commercial product list url of manufacturer and item)	Identifying numbers if known (Model, serial #, property, RA, ECCN)	Weight	Declared Value
1				
2				
3				
4				
5				
6				

Total Weight (lbs.):

Size/dimensions:

Reason for shipment:

Package 2 of

Total # of Packages:

Item	Detailed description of each item (include manufacturer, if commercial product list url of manufacturer and item)	Identifying numbers if known (Model, serial #, property, RA, ECCN)	Weight	Declared Value
1				
2				
3				
4				
5				
6				

Total Weight (lbs.):

Size/dimensions:

Reason for shipment:

Package 3 of

Total # of Packages:

Item	Detailed description of each item (include manufacturer, if commercial product list url of manufacturer and item)	Identifying numbers if known (Model, serial #, property, RA, ECCN)	Weight	Declared Value
1				
2				
3				
4				
5				
6				

Total Weight (lbs.):

Size/dimensions:

Reason for shipment:

Place item(s) to be shipped in the shipping area located outside room 104/103. Attach this form to your shipment and alert Tina Gee (RM 211) or Matthew Padilla (RM 218) of your shipment needs.

SLAC Shipping & Receiving will open all boxes being shipped overseas. They may open or repack poorly packed domestic shipments as well. If you DO NOT want Shipping & Receiving to open your box, write: DO NOT OPEN per (your name) instructions on the box.

Signature: _____ Date: _____