

Tarleton State University
201 Saint Felix
Stephenville, Texas 76401

Shipping Request

To Be Completed by Department:

PO Number	Does item have a Tarleton asset number? If so, what is the number?
Department requesting return	Contact Information
Number of packages	Contents

Must be Completed:

Ship to:

Company Name	
Recipient Name	Recipient Phone
Address, City, State, Zip Code	

Shipping Instructions:

Payment: Sender _____ Recipient _____ 3rd Party _____
Recipient or 3rd Party Account Number _____
Declared Value _____ (Must buy insurance for coverage over \$100.00)

FedEx Priority Overnight _____ Standard Overnight _____ 2nd Day Air _____
Handling Instructions _____

UPS GROUND-TRAC _____ Next Day Air _____
Next Day Air Saver _____ 2nd Day Air _____
3rd Day Air _____ Call Tag _____

Truck Lines: Collect _____ Prepaid _____

Approval

Shipment Approved By: _____ Date _____
Account To Be Charged: _____

Central Receiving Use Only:

Carrier _____ Date _____ Bill # _____