

TEXAS LAW SHIPPING REQUEST FORM

- **A minimum of 24 business hours** is required to process and prepare items for shipment. Please plan accordingly to avoid delays.
- **All packages must be weighed and their contents verified** before any shipping labels are issued. Labels will not be provided for unverified packages.
- **All sections of the shipping form must be completed in full.** Incomplete forms will result in processing delays or rejection of the shipping request.
- **For international shipments**, we must complete the customs declaration forms before the shipment is processed with FedEx. Therefore, you must describe the contents, value, and weight of the contents, and Texas Law Shipping/Receiving will need to verify the contents of the packages.
- **Return labels** can only be issued when the return package and its contents are present and verified by Texas Law Shipping/Receiving. We cannot provide return labels in advance if the contents are unknown at the time of the original shipment.

SHIPPING FROM The University of Texas School of Law
727 E. Dean Keeton Street
Austin, TX 78705

SHIPPING TO *Please complete all applicable fields below.*

Contact Name

Country/Territory

Phone Number

Company/Org.

Phone Extension

Contact Name

Address 1

Department IDT#

Address 2

Zip Code

City

State

Phone Number

Phone Extension

FEDEX REQUESTED *(Preferred)*

UPS REQUESTED

- | | | |
|--|---|--|
| <input type="checkbox"/> FedEx Ground | <input type="checkbox"/> First Overnight | <input type="checkbox"/> Express Saver |
| <input type="checkbox"/> FedEx Express | <input type="checkbox"/> Priority Overnight | <input type="checkbox"/> 2-Day AM |
| <input type="checkbox"/> FedEx International | <input type="checkbox"/> Standard Overnight | <input type="checkbox"/> 2-Day |

- | |
|--|
| <input type="checkbox"/> UPS Ground |
| <input type="checkbox"/> UPS Next Day |
| <input type="checkbox"/> UPS International |