



Please complete the information below and send the completed form to ims-building@gatech.edu

The form must be **completely** filled out. Please include the correct Workday or shipper account number. If the form is not completely filled out, the item will not ship.

Do not give out the IMS UPS or FedEx numbers without prior approval from the IMS Building Team. Please contact the IMS Building Coordinator if you wish to use the UPS or FedEx numbers.

| Requestor Information | |
|---|--|
| Today's Date | |
| Your Name | |
| Your Email Address | |
| Your Phone Number | |
| Ship-to Information | |
| Ship-to Contact Name | |
| Ship-to Organization (company, university – can list N/A if needed) | |
| Ship-to Email Address | |
| Ship-to Phone Number | |
| Ship-to Address | |
| <i>If this is an international shipment, the shipping requestor is responsible for reading and complying with GT's internal shipment rules governing import and export: https://generalcounsel.gatech.edu/international-shipping-exports-and-imports</i> | |
| Package Information | |
| Contents | |
| Package Weight | |
| Value | |
| Does the shipment include batteries? Yes/No | |
| Shipping Courier Information | |
| <i>UPS is on a mandatory Statewide Contract for shipping. All packages will be sent with UPS by default. FedEx can be used when shipping dangerous chemicals or if required per the vendor/sponsor.</i> | |
| Shipping Vendor (UPS, FedEx) | |
| If FedEx: justification | |
| Who is paying for the shipment? GT or recipient? | |
| If GT, list the Worktag: | |
| If recipient, list their account number: | |
| Shipping Speed (Overnight, 2-day, Ground)? | |