



VIMS

Batten School of Coastal & Marine Sciences

Shipping Label Request

Sender's Information

Name: _____

Email: _____

Phone: _____

Hazardous Materials Included? ☐

Recipient's Information

Name: _____

Company: _____

Address: _____

Phone: _____

Email: _____

Description of Shipment

Weight in pounds if available: _____

Dimensions in inches if available: ____ x ____ x ____

Worktag to charge: _____

Anticipated Ship Date: _____

Requested Delivery date: _____

Preferred Carrier: FedEx ☐ UPS ☐ USPS ☐ DHL ☐ No preference ☐

For overnight shipments, please choose one:

- Standard Overnight - delivery by end of the carrier's route, usually by 5pm for businesses ☐
- Priority Overnight - delivery by noon or earlier to most locations ☐
- First Overnight – delivery as early as 8-9 AM, no discount with VIMS account ☐

For international shipments, please include our customs information form.

Dry Ice included? ____ If so, weight of Dry Ice in the package _____ lbs.

For shipments that will include any Hazardous Materials or Dangerous Goods other than dry ice or in addition to dry ice, please include our HazMat shipment request form with this request.

Please send any questions or concerns as well as any completed forms to shipping@vims.edu.