

Freight Shipping Form Not for UPS, FedEx, etc.

Form # _____
(C/R Use Only)

University of Arizona Central Receiving
S Warren Avenue
P.O. Box 210458

520-621-3877 1145
Fax 520-621-3196
Alternate Fax 520-798-0719

C/R Initials: _____

1. PICK-UP INFORMATION

Current Date: _____	Department Number: _____
Dept. Name: _____	Bldg. _____ Rm. _____
Dept. Contact Person: _____	Email: _____
Phone Number: _____	Fax Number: _____

2. SHIP TO INFORMATION

Company or Individual: _____	Street Address: _____
Attn: _____	City, State, Zip: _____
Phone Number: _____	
RMA# _____	Number of Carton(s): _____
Check if Hand Cart Needed <input type="checkbox"/>	

3. Please check one of the following: Is this shipment going to a Commercial or Residence

4. BILLING INFORMATION: SELECT ONLY "ONE" OF THE FOLLOWING:

DEPARTMENT (Fill in Information Below):

1) UA FRS Account to be Charged: _____
2) Contact Person for Billing: _____

FREIGHT COLLECT
(NOTE: Being Paid by Receiver)

3RD PARTY BILLING
(NOTE: Attach 3rd Party Information)

5. Additional Insurance:

Enter Additional Insurance \$ _____ Package Contents: _____

6. Fax this completed form to 621-3196. Retain a copy for your records and attach a copy to your shipment.

All shipments are based on **Business Days**. Allow **ONE** (1) business day for **C/R** to pick-up your shipment. All faxes must be received by **4 P.M.** to ensure next day P/U, otherwise your P/U will be delayed by one extra day. If your shipment is a **RUSH**, feel free to drop off your carton(s) at **C/R** for **same day processing**. **Additional charges will apply to your account, such as:** If address is incorrect and delivery has to be re-routed; service charges; adjustment charges; and customs fees. Package items not in card board will access a Handling Charge.

C/R Use Only

Shipping Questions contact 520-621-3877
Billing Questions contact 520-621-1754
Freight Shipment or over 150lbs contact
Fred Martinez @ 520-621-3890

_____	_____
_____	_____
_____	_____
Grand Total: _____	