

**PRINCETON UNIVERSITY LIBRARY  
SHIPPING REQUEST FORM**

DEPARTMENT: \_\_\_\_\_

VIA: \_\_\_\_\_

SHOULD ARRIVE AT DESTINATION

NEXT DAY                       MORNING                       AFTERNOON

TWO DAYS                       THREE DAYS                       1 WEEK

OTHER \_\_\_\_\_

INSURED                      AMOUNT                      \$ \_\_\_\_\_

PROJECT GRANT REQUIRED FOR FEDEX PACKAGES: \_\_\_\_\_

NOTES:

SENT TO:

APPROVED BY: \_\_\_\_\_                      DATE: \_\_\_\_\_

CHECKED: \_\_\_\_\_                      CARRIER \_\_\_\_\_                      PACKED: \_\_\_\_\_

DATE SENT: \_\_\_\_\_                      SIGNED: \_\_\_\_\_