



PART A: REQUESTER

Requester contact information (Name, Company, Phone, Fax or e-mail)		
<input type="checkbox"/> Check here if you want notification of when material was shipped.		
SHIPPING INFORMATION		
Shipping to: _____ _____ _____ _____	Contact: _____ Phone: _____ Fax: _____ Email: _____	
Courier	Temperature	
Courier: <input type="checkbox"/> UPS <input type="checkbox"/> Fed Ex <input type="checkbox"/> Other: _____ <input type="checkbox"/> Priority Overnight <input type="checkbox"/> Other Service: _____	Special Handling: _____ Temperature: _____	
Desired Ship date:	Requested by:	Date:

PART B: AVATAR PERSONNEL: PACKAGING/ SHIPPING

Packaging Information	Avatar Project #	Protocol #
Description:	Lot Number:	
Packaging Area used:	Cleared by: _____ Date: _____ Verified by: _____ Date: _____	Performed by: _____ Date: _____ Verified by: _____ Date: _____
Data Logger Information:	Data Logger Equipment #: _____	Initiated by: _____ Date: _____ Verified by: _____ Date: _____
Shipping Information	Shipment date:	Air Waybill/Shipping tracking number
<input type="checkbox"/> Requester notified of material shipment, if necessary.		Shipped by:

RECEIPT CONFIRMATION:

Please verify that all items were received. Complete the following and Fax to 508-281-6487.

Received by: _____ Date: _____ Time: _____

Conditions of Contents upon receipt/Comments (i.e. frozen, on dry ice, cold): _____

