



Your Name:

Email Address:

Name of your Advisor:

KFS Account:

Business purpose of mailing:

DESTINATION

Contact Name:

Phone Number:

Company Name:

Address:

City:

State:

Zip Code:

SERVICE

EXPRESS DELIVERY

GROUND DELIVERY

Priority Overnight

Standard Ground

Standard Overnight

Express Saver

2 Day Express

PACKAGING (FedEx EXPRESS packaging available in Aero mailroom or use your own for GROUND)

Express Envelope

Express Padded Pak

Express Sturdy Pak

Other:

Own Box: Length (in)

Width (in)

Height (in)

Weight

Label needed by: Date

Time

I will drop the package off at a FedEx Office

I require a package pick up on _____(day). Note: Same day pick up must be dropped at the Aerospace main office before 11:00 am. Call Aero office 301-405-2376 for special requests.

Send completed form to Gabrielle Madison (gmadison@umd.edu) and Laura Thorsen (lthorsen@umd.edu)