

# URGENT/OVERNIGHT MAIL REQUEST (FedEx)

Date Submitted:

**INSTRUCTIONS (Type or print):** Send this form (original and one copy) with your package(s) to the AMI-700 Mail & Distribution Screening Facility, Building 229. If you have multiple packages with the **exact** recipient information, submit (1) one form and indicate the "Number of packages shipped" in the section below. You may place letter size, small and lightweight items in your regular **OUTGOING** mail. If you have heavy weight items (boxes, large packages etc.) or multiple shipments, you may call extension **4-3771** for a "special pick-up".

SPECIAL PICK-UP REQUESTS MUST BE CALLED IN BEFORE 2:30 PM.

**FedEx picks up daily at 3:00 PM** and all outgoing shipments must be processed by that time. Please fill in all applicable fields for delivery info (room #, floor, suite and routing codes Wash DC is a MUST). Federal Express highly recommends that the "Recipients" telephone number be placed on all packages. For International shipments include City, Province and Country in the fields. If you have questions on shipments you may contact Distribution at **405-954-3771**.

SENDER INFO				
SENDER NAME:			PHONE:	
ROUTING SYMBOL:	BUILDING:	ROOM:		
RECIPIENT INFO				
RECIPIENT NAME:			PHONE:	
COMPANY/DEPARTMENT:				
ROUTING SYMBOL:	BUILDING:	ROOM:	SUITE:	FLOOR:
STREET ADDRESS: (DO NOT USE P.O. BOXES, RURAL ROUTES OR APO'S. USE ALL DIRECTIONAL MARKERS SUCH AS NW, SE AVE, ST, BLVD)				
CITY:		STATE:	ZIP CODE:	
<b>For International</b>	POSTAL CODE:	CITY:	PROVINCE:	COUNTRY:
DELIVERY OPTIONS				
<input type="checkbox"/> PRIORITY OVERNIGHT	<input type="checkbox"/> STANDARD OVERNIGHT	<input type="checkbox"/> SATURDAY	<input type="checkbox"/> 2-DAY	<input type="checkbox"/> GROUND
BILLING INFO				
<input type="checkbox"/> APPROPRIATION CODE:				
<input type="checkbox"/> FED EX ACCOUNT #:				
SIGNATURE OF APPROVING OFFICIAL		DATE	SIGNATURE OF FUNDS CERTIFICATION OFFICER (FCO)	
			DATE	

CONTENTS:		NUMBER OF PACKAGES SHIPPED:	
		VALUE \$:	
TRACKING NUMBER(S):			