

# Shipping Memo

## Federal Express

Priority 1 ☐

Priority 2 ☐

International ☐

Saturday del. ☐

Date shipped: \_\_\_\_\_

### TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

### FROM:

Name: \_\_\_\_\_

Department #: \_\_\_\_\_

Phone extension: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

Personal - Bill me ☐

Signature: \_\_\_\_\_