

# MRL SHIPPING/PACKING

**Frederick Seitz Materials Research Laboratory**  
 University of Illinois at Urbana-Champaign  
 Room 190, MRL, 104 South Goodwin Avenue  
 Urbana, IL 61801 MC-230  
 (217) 333-1375

<b>DATE</b>	
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<b>RMA#/PO#</b>	
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**ALL FORMS AND PACKAGES MUST BE IN THE STOREROOM BY 2:30PM TO SHIP THE SAME DAY.**

<b>REASON FOR SHIPMENT (Return, Research, Repair, Etc.)</b>

<b>TRANSPORTATION</b>
<input type="checkbox"/> UPS (preferred)
<input type="checkbox"/> Next Day Needed
Contact MRL shipping if another carrier is required.

<b>SHIP TO</b>	
	Attn:
	Phone:
	Email:
	Comment:

<b>SENDER</b>	Office Phone:
Name:	Email:

**CFOPA**  -  -  -  -

***\*Important Notice:** Please be sure to enter a value on the "Insurance Value" line. Put zero if you do not wish to insure the item. If you leave this section blank, the storeroom will not insure the item(s) being shipped. Once the carrier has picked up the package, it is too late to insure the item. Thanks!*

<b>PARCEL 1</b> Length (in) _____ Width (in) _____ Height (in) _____ Weight (lbs) _____
Brief Description: _____
(If applicable): INV# _____ SERIAL # _____ <b>*INSURANCE VALUE \$</b> _____

<b>PARCEL 2</b> Length (in) _____ Width (in) _____ Height (in) _____ Weight (lbs) _____
Brief Description: _____
(If applicable): INV# _____ SERIAL # _____ <b>*INSURANCE VALUE \$</b> _____

<b>PARCEL 3</b> Length (in) _____ Width (in) _____ Height (in) _____ Weight (lbs) _____
Brief Description: _____
(If applicable): INV# _____ SERIAL # _____ <b>*INSURANCE VALUE \$</b> _____