



JSSSO FEDEX SHIPMENT REQUEST

TO: JSSSO MAILROOM

SUBJECT: AUTHORIZATION TO USE FEDEX SHIPPING ACCOUNT

FROM: _____ **DATE:** _____

(DEPARTMENT OR NAME)

1.) The item requires expedited shipping for the following reasons: (Check all that apply)

- ☐ *CLASSIFIED MATERIAL* ☐ *MISSING TRANSPORTATION WILL OCCUR*
☐ *MISSION FAILURE PROBABLE* ☐ *EXTREME ADVERSE EFFECT TO OPERATION/ PERSONNEL*
☐ *SIGNIFICANT MONETARY PENALTY WILL OCCUR* ☐ *REQUEST NOT RECEIVED IN TIME TO MEET DATE*

2.) **SHIP DATE/PICK-UP:** _____

3.) Saturday delivery required? (*NO Classified Shipments on weekends*) ☐ **YES** ☐ **NO**

4.) Bar-coded equipment **MUST** be cleared through JSSSO warehouse:

5.) Is this shipment for a scheduled exercise event? ☐ **YES** ☐ **NO**

4a.) If so, which one?

6.) The following is provided for the FedEx Air Bill Label:

SENDER'S NAME: _____ **DEPT:** _____ **PHONE:** _____

RECEIVER'S NAME: _____ **PHONE:** _____ (*REQUIRED*)

COMPANY/COMMAND: _____ **MARKED FOR:** _____

ADDRESS LINE 1: _____

(*NO P.O. BOX, NO FPO/APO ADDRESSES ALLOWED, MUST HAVE STREET ADDRESS!*)

ADDRESS LINE 2: _____

CITY: _____ **STATE/PROVINCE:** _____

ZIP CODE/POSTAL CODE: _____ **COUNTRY:** _____

7.) Description of Item(s) to include JS Barcode and Serial Number (when applicable):

Domestic freight shipments cannot exceed the following dimensions; L <119", W <86", H <70"

Size: 1. _____ Tracking #1. _____

(L x W x H/WT)

Size: 2. _____ Tracking # 2. _____

Size: 3. _____ Tracking # 3. _____

Size: 4. _____ Tracking # 4. _____

8.) Approved by: _____

(*MUST BE SIGNED BY DEPARTMENT HEAD/DEPUTY, GOVT. OR MILITARY PLEASE PRINT NAME*)

9.) For JSSSO Mailroom Use: Received by: _____