



# **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: \_\_\_\_\_