



Shipping Request Form

(*) Indicates requires field

Sender Name	
Sender Address	Address 1: 4849 Calhoun Rd. Address 2: Room 373 ZIP: 77204-6022 City: Houston State: Texas Phone*: <input type="text"/>
Recipient Information	
Country/Location*	
Company	
Name*	
Address*	Address 1* <input type="text"/> Address 2 <input type="text"/> ZIP* <input type="text"/> City* <input type="text"/> State* <input type="text"/> Phone No. <input type="text"/> <input type="checkbox"/> This is a residential address
Package & Shipment Details	
Service Type*	
No. of packages*	
Weight*	lbs.
Cost Center*	
Purpose/Benefits*	
Signature of Approval*	

Please submit completed form to TIMES Business Team Monday - Friday before 2PM.

If this shipping request is a time sensitive package, please consider dropping the package at a local FedEx location. Listed below are several locations in the UH surrounding area. All final carrier hours listed are Monday - Friday

University Copy Center

4434 University Dr #170, Houston, TX 77204

Phone:(713) 741-5200

Final Carrier Pick Up Time: **Express/Ground - 2 PM**

FedEx Office Print & Ship Center

801 Louisiana St 101, Houston, TX 77002 US

Final Carrier Pick Up Time: **Express - 7 PM; Ground - 6PM**

FedEx Ship Center

2795 Holly Hall, Houston, TX 77054 US

Final Carrier Pick Up Time: **Express - 7 PM; Ground - 5PM**

FedEx Ship Center

8330 Main St, Houston, TX 77025

Phone:(713) 661-0568

Final Carrier Pick Up Time: **Express - 7 PM; Ground - 6 PM**

FedEx Office Print & Ship

2200 Southwest Fwy, Houston, TX 77098

Phone:(713) 520-9753

Final Carrier Pick Up Time: **Express - 7 PM; Ground - 6 PM**