

Info for Shipment Requests

----- Original Message -----

Subject:Informational on shipment requests...

Date:Wed, 22 Aug 2007 15:03:41 -0400

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Hi folks,

To better serve you, here's some information that will assist me in expediting air/ground shipments for you:

Domestic/Global Shipments:

Air shipments using UPS/Fed Ex/DHL please bring packages to me by 3:00 p.m. (if you need it shipped same day). The information needed (email works fine here) is:

1. Shipper name (contact person), phone number and address,
2. How you want it shipped, (Overnight early/standard, 2nd Day, 3rd. day, etc.)
3. Product name and approx. weight (what's being shipped – Research Documents if letter),
4. Insurance needed (usually \$100.00 is covered automatically)
5. Charge No. (Your account # - you can say NSF/Dept./Research Subsidy).

Global Shipments: Please provide "English" address including country code if possible. Generally, if we are paying for a shipment to a county, the receiver pays for the Customs charges. If we are opting to pay this, there's an additional \$15.00 surcharge.

- Global Shipping Options (if available – depending on country):
- World Wide Express Plus - 1-3 days – gets there early in the day (\$40.00 extra)
- World Wide Express: 1-3 days – gets there by noon
- World Wide Saver: 1-3 days – gets there by the end of the day
- World Wide Expedited: 2-5 days.

Ground Shipments:

When requesting Ground, I usually have to type an Internal Departmental order and request pick up from our SU Central Receiving Department via phone. (Our shipping vendor accounts are not setup for Ground).

United States Postal Service is an option when shipping envelopes and/or small packages (I can request Express, Certified, etc. and insure it as well).

Please note: Any prepaid shipment with label can be placed on reception desk for pickup anytime.

In all cases, please be sure that the package is secure and ready to ship out. I have tape and then expedite the package for you. Thank you.

Kindest regards,

Cindy A. Urtz

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