



Shipping Notification Slip
Shipping And Receiving Office

Ship To: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

(Required For Shipment Outside US)

Reason For Shipment:

Rental Return () Repair () Overshipment ()

Sample Return () Loan () Duplicate Shipment ()

Exchange For () Other () _____

Letter Instructing Return ()

Received On Purchase Order Number: _____

Value Of Shipment _____ (If You Want Insured)

Requesting Department: _____

Charge To Account Number _____

Authorized By (Print Name): _____

Signature Of Approving Official: _____

For Shipping and Receiving Office Use Only

Mode Of Arrival: Pick Up () Delivered To Office ()

Date Received: _____ Date Shipped: _____

Cost: _____ Tracking Number: _____

Signature Of Shipper: _____