

Freight Shipping Form



**STORES
RECEIVING
AND MAIL**

**FREIGHT
292-2374**

All Items will be shipped via "Yellow Transportation," unless specifically requested. All outbound freight must be correctly packaged, crated, skidded, banded etc... **by the party requesting shipping.**

*******OSU Receiving Does Not Package Freight.*******

Part 1:

Department Chartfield/Payment Information:

Org: _____ Fund: _____ Account: _____ Project: _____

Program: _____ User Defined: _____ Budget Yr: _____

Part 2:

Shipper's Campus Address:

Recipient's Address:

Phone #: _____

Contact Name: _____

Email: _____

Phone #: _____

RGA #:(Optional) _____

Part 3:

Description of Freight: _____

Dimensions and Weight: _____

Value of Shipment: _____

Additional Insurance Requested? _____

Priority? Ground _____ Expedited _____

Is anything being shipped that is "Hazardous?" If so, please provide necessary information for labeling:

IE: UN # _____

Do you want to track this shipment? YES _____ NO _____

If so, please provide the email address to send a "PRO NUMBER" if email address is different from that listed above: _____

Pro Numbers will be sent after the carrier picks-up your freight item from 2650 Kenny Rd.
Visit www.myyellow.com for a tracking link.

Completed forms need to be sent to Receiving c/o: Tim Elder at elder.4@osu.edu
Please cc: millard.20@osu.edu

Once your form has been reviewed, you will be contacted regarding pick-up.