### FedEx Chargeback Form

**Service Requested:**  
- Next Day (Express) __________
- Ground __________

**Check One:**  
- Commercial □  
- Residential □

Complete all information in the boxed area

<table>
<thead>
<tr>
<th>Boxed Area</th>
<th>Information Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sender:</td>
<td>Date: __________________</td>
</tr>
<tr>
<td>Bldg./Room:</td>
<td>Phone: __________________</td>
</tr>
<tr>
<td>Department:</td>
<td>Acct No. ____________</td>
</tr>
<tr>
<td>Insure For:</td>
<td>$___________</td>
</tr>
<tr>
<td>Specific description of package contents (for international packages only):</td>
<td>___________</td>
</tr>
</tbody>
</table>

☐ Please e-mail sender tracking Number  

E-mail address: ________________

Ship to Address: (P.O. Boxes REQUIRE a street address)

____________________________
____________________________
____________________________
____________________________

Ship to Phone No. ______________  E-Mail ______________

Signature: _______________________

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1. Each package should be ready for shipping and clearly addressed, including the zip code. Labels should be securely attached to the package.
2. Please deliver package(s) to Mail Services or have ready for pick up with your outgoing mail.