

PFF Shipping Request

Date:

Type of Shipping Request: **Circle/highlight/put an X next to**

Confirmation Only

Document

Perm Off-Site

Temp Off-Site

Requestor Name/Z#:

Charge Codes:

Shipping Information/Address:

Phone Number of who is receiving this package:

Reasons for Shipping:

Collaboration Shipping material to another person or organization (government or non-government), working together in a joint intellectual effort.

If it's not Collaboration, please look online and pick the best reason:

<http://int.lanl.gov/services/materials-management/shipping/help-guides-lanlship/index.shtml>

Date required at destination:

Item Description:

Quantity:

Value of Item: \$

Notes to be added (if needed):