

# Fedex Mailing Request Form

Date Requested \_\_\_\_\_ MIT ID # \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_

Document to be mailed \_\_\_\_\_

**BE ADVISED** – *While there is no charge for regular mail via the U.S. Postal Service, non-payment of Fedex shipping fees will result in a hold placed on your registration. Checks should be made payable to MIT.*

***Please note that the ISO is charged for shipping according to the country of destination. To determine the exact cost of shipping via Fedex to your country, please contact the ISO at (617) 253-3795.***

I certify that I will reimburse the ISO for Fedex costs.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Shipping Address (Fedex will not ship to PO Boxes)**

Address \_\_\_\_\_

City \_\_\_\_\_

State/Province \_\_\_\_\_

Country \_\_\_\_\_

Postal Code \_\_\_\_\_

Phone # at Shipping Address \_\_\_\_\_

**Please review the shipping address - Insufficient address information may result in a returned package.**

**FOR OFFICE USE ONLY**

Date Mailed \_\_\_\_\_

Fedex fee \_\_\_\_\_

Paid by Student Y/N \_\_\_\_\_ Hold Placed Y/N \_\_\_\_\_

Staff Initials \_\_\_\_\_