**FED EX or UPS Shipping for CBME, 100 E. Boyd St, SEC T301, Norman, OK 73019 405-325-5811**

1. Identify your name
2. Box up what you are shipping.
3. If this has a Return Merchandise Authorization (RMA) send me a copy.
4. I need Company Name
5. Company Contact Name
6. Company Contact email (for delivery notification)
7. Your email (for delivery notification)
8. Company Contact phone number
9. Company Address (must be physical address, NO po boxes)
10. City, State, Zip
11. Estimated weight
12. Dimensions of box
13. I need to know if it is a a) FED EX letter b) FED EX box
14. Tell me what is in your box.
15. Is it hazardous material?
16. How many items in the box.
17. Identify to use Fed Ex or UPS
18. Identify if you want to ship a) overnight b) 2nd c) express saver d) ground shipping.
19. Identify the professor
20. Identify chartfield that will be paying the shipping.
21. If this is a large box and you require a pickup in CBME: a) YES b) NO
22. Send me all information and I will create a label and send back to you to place on the box.
23. You can go to the CBME office T301 and ask for a clear pouch for fed ex or ups (located in the cabinet to the left of the copier in the top drawer).
24. You can then take your package to one of the following:

**FED EX or UPS**

OU Union Post Office, 900 Asp Avenue, Norman OK 405-325-1821 Hours 8:15 AM – 4:45 PM
For Fed Ex Ground have in by Noon, for Fed Ex Express have in by 2 pm, for UPS have in by 3 pm or they will be picked up the next business day.

**FED EX**

Sooner Mail Boxes, 1110 W Main St, Norman OK 405-310-3140 call for hours
<https://www.soonermailbox.com/>

**FED EX or UPS**

Budget Box and Bag, 558 W Main St, Norman, OK 73069 before 2 pm