

BIOS VISITOR INCOMING FREIGHT SHEET

Upon shipping or ordering supplies, complete form and send to:

freight@bios.edu

Date: _____

Contact @ BIOS: _____ Project/Cruise: _____

Your Name: _____ Phone: _____

Vendor/Institute: _____

Billing information **required** (name, address or credit card information as appropriate):

SHIPPED VIA: **Please tick one**

FEDEX _____ IBC/ZIPX _____ DHL _____ Air Freight _____ Ocean Freight _____

OTHER _____, description _____

Number of Boxes: _____

A/W Bill No./tracking No.: **If there is one available**

Contents description: **especially note if there are chemical contents**

Special handling: **perishable, -80, -20, etc.**

Internal charge code(s): **required**

SHIPMENT RECEIVED BY: _____

NOTE: To be signed upon receipt of goods in Reception.