

	Title: Shipping Information Form	SOP No.: SOP: SR-017.001-1
Owner: Shipping/Receiving	Effective Date: October 17, 2022	Page 1 of 1

Requestor Name:	
Requestor Extension/Cell:	
Requestor Email:	
FOAPAL/ORG for Internal Billing:	
Send To Contact:	
Send To Address: (Ensure Phone Number and Postal/Zip Code are Included)	
Package Contents:	
Shipment Type: (i.e. Courier – ground or air, Canada Post)	
Item Size: (Length x Width x Height)	
Tracking Number Required?	<p style="text-align: center;">YES NO</p>