

# Shipping Requirements

Most packages, such as a sample or equipment for repair, will go UPS, and there are shipping supplies in the main office. Bubble packs, envelopes (for documents only), label envelopes, shipping tape, etc.

If you need to send a package, please follow the instructions below.

## NON-DRY ICE PACKAGE REQUIREMENTS

1. Full address including school or company name
2. Specific recipient name, not just a lab name
3. Weigh of the package, there is a scale in the main office.
4. How you'd like it shipped, next day, 2 day, or ground. Ground is usually 3 days, but could be a bit longer especially to the west coast.
5. Bubble paks cannot be used for ground shipping, a box or plain envelope.
6. If shipping within Wisconsin, or to a neighboring state, we will use ground only, because it's cheaper and will get there next day anyway.
7. How your group will pay for it (funding)

## DRY ICE PACKAGES

1. They will always go Federal Express
2. They ALWAYS need to be in a cardboard box. Even if you have a styrofoam shipper, it will need to be in a box.
3. They will always go standard overnight (end of day), unless you need it to be earlier in the day, 10:30a, or first before 8a in some cases. These options are both more expensive.
4. Full address including school or company name
5. Specific recipient name, not just a lab name
6. For the weight of the package. I need the weight BEFORE dry ice is added, and the total weight after. There is a scale in the main office.