FedEx/UPS Domestic Shipping Instructions

**These instructions do not apply to dry ice or international shipments**

1. Email Janice at mibcoord@uga.edu to let her know you will be sending a package and then complete a Shipping Request Form
2. Same-day shipping requests should be sent to Janice by 12:00 pm.
3. Janice will email you a shipping label that you will need to:
   - Print
   - Place in clear envelope
   - Affix to the package
   *Remove or mark through any old labels, barcodes, addresses, etc. on your package
4. You will need to bring your package to the FedEx/UPS drop-box located in front of the Chemistry Building (please note pickup times posted on the box to ensure timely pickup)
   a. If your package will not fit in the drop box, you will need to do one of the following:
      - Take your package to a FedEx/UPS Store
      - Leave your package outside 527 BioSciences in the designated location by 4:00 pm. There will be signs posted to indicate location. **Your package will not be picked up if this option was not chosen at the same time shipping label was created.** This location will not be monitored or attended, therefore, *this option is not recommended.*

**All dry ice and international shipments will need to be dropped off at the FedEx/UPS store. Email Janice for help with these complicated shipments.**