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| STANDING PICKUP REQUEST FORM*(Emory Internal Note: Return to fedexrequest@emory.edu)* |

# (You must have packages 90% of the time to maintain your pickup)

## Pickup Details

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| --- | --- | --- |
| **Account Number** *(no dashes)* |  | **Date:** |

|  |  |
| --- | --- |
| **Account Name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Express or Ground Pickup?** | **EXPRESS**[ ]  | **GROUND**[ ]  |  |

|  |  |
| --- | --- |
| **Pickup Address:** |   |

|  |  |  |  |
| --- | --- | --- | --- |
| **City, State:** |  | **Zip Code:** |  |

|  |  |
| --- | --- |
| **Contact Name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Phone:** |  | **Email:** |  |

|  |  |
| --- | --- |
| **Where is the pickup?** *(Receiving, Front door, etc.)* |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |

|  |  |
| --- | --- |
| **Desired pickup time:** |  |

|  |  |
| --- | --- |
| **Close Time at location:** |  |

|  |  |  |
| --- | --- | --- |
|  |  | \_\_\_\_\_\_\_ |

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| --- | --- | --- | --- |
| **Is this a request for Monday through Friday?**  | YES [ ]  | NO[ ]  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Average Packages Per Day:** |  | **Average weight:** |  |

## Additional Notes or Special Instructions

This space is reserved for any additional notes you’d like to include.