|  |
| --- |
| 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

|  |  |  |
| --- | --- | --- |
| **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:** |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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.