

# East Tennessee State University

## FedEx Ship Manager Sign Up Form

First Name: \_\_\_\_\_

Department Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Building Name: \_\_\_\_\_

Title: \_\_\_\_\_

Room Number: \_\_\_\_\_

ETSU E-Mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

List ETSU Departmental Index Number(s) you will use to charge shipment costs to. Please indicate Chart E or F in the index number.

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Please remember that once this account is created, you are liable for all shipping charges under your given name and password. It is recommended that you keep your user name and password in a secure location and change your password frequently. **Central Receiving will not be responsible if unauthorized packages are shipped using your account.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For Office Use Only

\_\_\_\_\_  
Account Created By

\_\_\_\_\_  
Date

Fax completed form to Central Receiving at **439-5793**

