

# BIOS VISITOR INCOMING FREIGHT SHEET

Upon shipping or ordering supplies, complete form and send to:

Heidi Smith [Heidi.Smith@bios.edu](mailto:Heidi.Smith@bios.edu)

Cc: Jane Burrows [Jane.Burrows@bios.edu](mailto:Jane.Burrows@bios.edu)

Date: \_\_\_\_\_

Contact @ BIOS: \_\_\_\_\_ Project/Cruise: \_\_\_\_\_

Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Vendor/Institute: \_\_\_\_\_

Billing information **required** (name, address or credit card information as appropriate):

\_\_\_\_\_  
\_\_\_\_\_

SHIPPED VIA: **Please tick one**

FEDEX \_\_\_\_\_ IBC/ZIPX \_\_\_\_\_ DHL \_\_\_\_\_ Air Freight \_\_\_\_\_ Ocean Freight \_\_\_\_\_

OTHER \_\_\_\_\_, description \_\_\_\_\_

Number of Boxes: \_\_\_\_\_

A/W Bill No./tracking No.: **If there is one available**

\_\_\_\_\_

Contents description: **especially note if there are chemical contents**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special handling: **perishable, -80, -20, etc.**

\_\_\_\_\_

Internal charge code(s): **required**

\_\_\_\_\_

SHIPMENT RECEIVED BY: \_\_\_\_\_

NOTE: To be signed upon receipt of goods in Reception.