

**EXAMPLE FORM**

|   |  |                           |                     |
|---|--|---------------------------|---------------------|
| CONTACT PERSON  | <u>Jane Doe</u>                                    | ADDRESS                   | <u>Lewis 543</u>    |
| DEPARTMENT  | <u>Biology</u>                                     | PHONE                     | <u>450.1000</u>     |
| E-MAIL  | <u>jdoe@mail.uca.edu</u>                           | FAX                       | <u>450.1001</u>     |
| <b><i>THIS PERSON AND PHONE # MUST BE AVAILABLE WHEN THE SHIPMENT ARRIVES</i></b> |  |                           |                     |
| VENDOR NAME   | <u>Datek</u>                                       |                           |                     |
| TRUCK LINE  | <u>Jones Trucking Company</u>                      | ARRIVAL DATE ,TIME        | <u>11/29/01 AM</u>  |
| MATERIAL DIMENSIONS (English):  | <u>Height x length x width</u>                     | <u>6 FT X 3 FT X 3 FT</u> | WEIGHT <u>200 #</u> |
| MATERIAL DESCRIPTION:   | <u>REFRIGERATOR</u>                                |                           |                     |
| SPECIAL NOTES   | <u>DELIVER AS SOON AS POSSIBLE AFTER RECEIVING</u> |                           |                     |
| <b><i>USE REVERSE SIDE OF FORM IF MORE SPACE IS NEEDED FOR DESCRIPTIONS</i></b>   |  |                           |                     |
| DELIVER TO:   | BUILDING   | LEWIS                     | ROOM 123            |
| SIGNATURE   | <u>(department chairperson)</u>                    | DATE                      | <u>12/7/01</u>      |