



EQUIPMENT TRANSPORTATION FORM

Please, fill out this notice no later than **March 25, 2022** and send it to werc@nmsu.edu.

School Information:

Team Number <i>(available in the invoices sent to advisors):</i>	Task #
School Name	
Advisor Name	
Email	
Phone number	
Sender of the package <i>(if different from the Advisor)</i>	
Name of Sender	
Email	
Phone number	

Equipment Information:

Package Detail	Weight	Width	Height	Length
Description of what the package contains. <i>List any hazardous, perishable, fragile or sensitive items. Attach SDS for hazardous materials and ensure package is in accordance with carrier regulations.</i>				
How will equipment be shipped (i.e. carrier name)?				
Anticipated Departure date:	Anticipated Arrival Date:			

Please ship to:

Attn: Paul Crouch/WERC 2018 Design Contest
 1600 Wells Street
 Las Cruces, NM 88003
 (575) 646-7868

**Disclaimer: WERC team and NMSU are not responsible for packages that arrive damaged.
Sender is responsible to follow package carrier regulations regarding hazardous materials.**

Helpful Packing and Shipping Links:

Packing Tips:

Staples.com

<https://www.staples.com/sbd/cre/tech-services/explore-tips-and-advice/tech-articles/easy-tips-to-make-sure-your-package-arrives-safely.html>

UPS.com

[Preparing Your Package: UPS - United States](#)

Fedex.com

[How to avoid common packing mistakes | Shipping Channel Singapore \(fedex.com\)](#)

Fineartshippers.com

[How to Ship Glass Safely: A Short Guide from Fine Art Shippers](#)

Hazardous Materials

UPS

<https://www.ups.com/us/en/help-center/packaging-and-supplies/special-care-shipments/hazardous-materials.page>

FEDEX

<http://www.fedex.com/us/service-guide/ship-dg-hazmat/hazardous-materials/index.html>

DHL

http://www.dhl-usa.com/en/express/shipping/shipping_advice/dangerous_goods.html

USPS

<https://www.usps.com/ship/shipping-restrictions.htm>

Notes:

1. If you plan to ship mercury containing equipment, radioactive equipment or sources, biohazardous materials or select agents, contact Juanita Miller (miljgh@nmsu.edu) for special instructions.