

NSRL SHIPPING

Attn: David Inzalaco
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As we approach your scheduled beamtime, we understand that you may need to ship your electronic equipment to NSRL. Please be aware that all deliveries go to our Shipping and Receiving Building first, as they have access to riggers that are essential for unloading. **We recommend you ship your equipment in a timely manner or use overnight express / express freight to ensure it is delivered on time. Allow an extra shipping day to get equipment over to the NSRL building.**

Shipping To NSRL:

Shipping Checklist: Provide Cassandra McCormick (cmccormic@bnl.gov) with the following:

- ✓ Tracking Number
- ✓ *IF* you are using a **courier company other than FedEx & UPS**
 - Courier Company's Name
 - Date & Time of Delivery
 - Driver's Name & Phone Number if available (Driver must be a US Citizen)
 - Does the truck have proper equipment to unload equipment?

Shipping From NSRL:

Once your equipment is safe to return to your institution, we can start the return shipping process.

Shipping Checklist: Provide David Inzalaco (dinzalaco@bnl.gov) with the following:

- ✓ Shipping/Packing Instructions
 - ✓ Shipping Preference (Overnight, Ground, etc.)
 - ✓ Shipping Address
 - ✓ FedEx Account # or UPS Account #
- OR
- ✓ Prepaid Shipping Label
 - ✓ **IF** you are using a **courier company other than FedEx & UPS**
 - Courier Company's Name
 - Date & Time of Pickup
 - Driver's Name & Phone Number if available (Driver must be a US Citizen)
 - Does the truck have proper equipment to load equipment?

Once we acquire a tracking number, we will be sure to relay this to you.