



# Shipment Notification/Request a Quote

Phone: (800) 370-7700

Email: [Radiant.Logistics@umich.edu](mailto:Radiant.Logistics@umich.edu)

## YOUR INFORMATION

Company Name: University of Michigan

\*Department (be very specific): \_\_\_\_\_

\*Contact Name: \_\_\_\_\_

\*Direct Phone: \_\_\_\_\_

\*Email: \_\_\_\_\_

\*ShortCode: \_\_\_\_\_

(For reference - Your department is responsible for paying your invoices via PO. Radiant Does NOT bill ShortCodes)

## PICKUP INFORMATION

\*STREET NUMBER/NAME: \_\_\_\_\_

\*City: \_\_\_\_\_ State: \_\_\_\_\_ Zip (Postal Code): \_\_\_\_\_

\*Country/Code (required for International only): \_\_\_\_\_

Check all that apply:  Third Party  Hospital  Dock  
 Inside Pickup  Special Pickup Time  Liftgate  
(If 4-hour window is not sufficient, specify below)

Special Pickup Instructions: \_\_\_\_\_  
\_\_\_\_\_

## DELIVERY INFORMATION

\*STREET NUMBER/NAME: \_\_\_\_\_

\*City: \_\_\_\_\_ State: \_\_\_\_\_ Zip (Postal Code): \_\_\_\_\_

\*Country/Code (International): \_\_\_\_\_

Delivery Date: \_\_\_\_\_ Delivery Time: \_\_\_\_\_

Check all that apply:  University  Residence  Dock  
 Inside Delivery  Special Delivery Time  Liftgate  
(If 4-hour window not sufficient)

Special Delivery Instructions: \_\_\_\_\_  
\_\_\_\_\_



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## SHIPMENT INFORMATION

Total Pieces, Boxes or Pallets (whichever is larger): \_\_\_\_\_

Total Weight (lbs): \_\_\_\_\_

Commodity \_\_\_\_\_

(If you are listing more than 5 items you can attached a separate list/spreadsheet)

PIECE #	LENGTH	WIDTH	HEIGHT	WEIGHT (LBS)
1				
2				
3				
4				
5				

Request Insurance:  Yes  No Amount: \$ \_\_\_\_\_

(Rates & coverage vary by commodity – Please specify above. Deductible may apply.)

**Note:** *UM provides insurance coverage for the shipping of university owned assets, in the absence of a contract stating otherwise. If there is contract in place with the supplier or recipient/consignee, the terms of the contract will apply unless the contract is silent on this. Contact the [Risk Management Office](mailto:RiskMgmt.General@umich.edu) at (734) 764-2200 or [RiskMgmt.General@umich.edu](mailto:RiskMgmt.General@umich.edu) with insurance questions.*

Does the shipment contain any hazardous materials?  Yes  No

Value for Customs if International Shipment (USD): \$ \_\_\_\_\_

Detailed Description if International Shipment items/materials: