

Shipping Data Information Sheet

SHIPPING DATA

To return an item to Florida Wing Logistics please complete this form and send to Capt Bill Leszczynski at william.leszczynski@flwg.cap.gov or 1st Lt Kevin Rought at kevin.rought@flwg.cap.gov.

1. Identify the item or items and all components to be shipped.
2. Obtain a box to ship the item or items in. Make sure you include all components to the item/s Example – laptop computer with carrying case, mouse, and cords, unless told not to. Item/s is to be packed securely with either shipping popcorn or bubble wrap.
3. Address the package to be shipped from:
Individual or organization doing the shipping: _____

Street Address item is to be shipped from: _____

City, State & Zip of Shipping Address: _____

Email Address: _____ Phone Number: _____
4. Address the package to be shipped to:

Individual or organization doing the shipping: _____

Street Address item is to be shipped from: _____

City, State & Zip of Shipping Address: _____

Email Address: _____ Phone Number: _____
5. Description of item to be shipped: Example – HP Officer Jet Printer (1 ea)

6. CAP Property Tag Number: Example –919023 Serial Number: MY134857

Property Tag: _____ SN: _____
7. Weight of prepared package to be shipped in lbs: _____ (always round up to next pound.)
8. Size of the shipping container. Measured height, length and dept. Example A box that measures 5 inches by 8 inches by 12 inches.

Length _____ Depth _____ Height _____
9. Once the information is received you will be sent the proper, pre-paid shipping/tracking labels to affix to your shipping container.
10. Affix the label to the container and drop it off at the nearest FEDEX shipping location.
11. After about two days from date of shipping start checking ORMS to ensure that the items have arrived and been accepted by LG.