



## Shipping Instructions

To ensure successful shipping of your instruments, equipment, and supplies to and from CAMLS, please follow the instructions below.

### **Label Format**

Include the following information on all shipping labels:

CAMLS  
Attn: Calisse Medeiros/Coordinator Name (Program Name – Date)  
124 S. Franklin Street  
Tampa, FL 33602

### **Loading & Delivery Area**

- Delivery and pickup access is on the North side of the building located off of Florida Avenue or Franklin Street.
- All drivers should check in with security utilizing the intercom near the service door access.
- CAMLS has a loading and delivery area, but not a loading dock. Large equipment should be delivered on a truck with a lift to the ground. The inner dimensions of the delivery door are 63” wide x 82” tall. There is a “cuff” that holds the center post, which can be removed, if necessary, that will provide an additional 2” of height clearance.
- Please call the security desk, at 813.224.7908, with any delivery or pickup questions or issues.

### **Incoming Shipments to CAMLS**

- Shipments may be received 3 days prior to the program start date. For deliveries outside of this period, please obtain pre-approval from the program coordinator to avoid additional charges.
- Either the client or the designated shipping company is responsible for unloading freight trucks. The client is also responsible for unpacking all shipments and removing crates from the CAMLS facility (CAMLS does not have adequate space to store crates).

### **Outgoing Shipments from CAMLS**

- Clients are responsible for packing, correctly labeling and scheduling pickups for all outgoing shipments.
- The client or their designated shipping company must load freight trucks. CAMLS does not have shipping and handling staff.
- Shipments must be picked up within 3 days of program completion. For pickups planned outside of this period, please obtain pre-approval from the program coordinator to avoid additional charges.

#### ***FedEx Express***

CAMLS has a regularly scheduled FedEx Express pickup Monday – Friday between 12:00PM and 4:30PM. Please properly label and package FedEx Express shipments to ensure they will go out during regular pickup times.

#### ***FedEx Ground or UPS***

Please schedule a pickup when using FedEx Ground or UPS and request signature upon delivery/pickup. Properly label and package shipments, and include the client’s contact information on the shipment, to avoid delays and ensure pickup at the scheduled time.

Please note that CAMLS (USF HPCC) is not responsible for any damaged, lost or stolen items.

Last updated: 4/12/18