

Request for Shipping Papers

Shipping Date required _____, MUST BE PICKED UP AND SENT OUT ON DATE REQUIRED

Non Dangerous Goods

Fax to Linda Smith at 519-767-1251 or email lsmith@uoguelph.ca or customs@uoguelph.ca

Dangerous Goods

Fax to Kevin Ecott at 519-822-0389 or email kecott@uoguelph.ca

From:

Name _____

Department _____

Extension _____

GL coding _____ **OR** collect, courier & account # _____

To:

Company _____

Name _____

Full Address _____

Tel # _____ Receiver Tax ID # required international shipments _____

Item (s) shipping

Full Description model s/n—if samples(#)dry,wet _____

Value _____

Country of Manufacturer, address _____

Reason shipping (repairs,underwarranty,RMA# etc.) _____

Packaging (boxes, envelopes, etc.pallets mfg.) _____

of boxes – (dimensions) _____

Total weight of shipment _____

If Dangerous Goods weight of dry ice etc. _____

Attach all phyto, import permits, MSDS with request if applicable