



IB COURIER FORM

PUROLATOR FEDEX

Sender: _____ lab: _____ extension: _____

Grant #: _____ date: _____

(complete 26 digit coding required – object code: 63501)

Approved by: _____

(Authorized Signature)

Package contents: _____

Declared value: _____ package weight: _____ box dimensions: _____

Receiver name: _____ Receiver phone # _____

Bill to: SENDER

RECEIVER - courier account #: _____

- return authorization/recall #: _____

THIRD PARTY - courier account #: _____

Please ensure that you label your parcels with complete to and from address.

TO: _____

FROM: _____

If you are shipping **dangerous goods**, including anything on dry ice, please contact Kevin Ecott at ext. 52264. He will prepare the Transportation of Dangerous Goods Papers. If you are shipping any non-dangerous goods (other than printed documents) out of the country, please contact purchasing.helpdesk@uoguelph.ca. They will prepare the required commercial invoice, along with the shipping papers.

Please have your completed form and item to us by 10:00 a.m. on the day that you would like the item shipped out.

Please complete, print and return form to Karen Ingram/Leanne Krick.