



# 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](mailto: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.**