



Chemistry Stockroom Courier Form

Serving the departments of:
Chemistry, Molecular & Cellular Biology & Integrative Biology

Please complete, print and return form to the Chemistry Stockroom Staff by 10am on the day that you would like your item shipped out.

PUROLATOR (Domestic) **FEDEX** (Intl.) **UPS**

Sender: _____ Lab: _____

Email: _____ Extension: _____

Grant #: _____ Date : _____

(Complete 26-digit coding required – object code: 63501)

Approved by: _____ Printed Name: _____

(Authorized Signature)

Package Contents: _____

Declared value: _____ Package Weight: _____ Box Dimensions: _____

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:

Name: _____ Receiver phone # _____

Street Address (P.O. Box not accepted): _____

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 refer to the Chemistry Stockroom Shipping Procedure for further clarification or speak to your Chemistry Stockroom Staff (ext. 52266 or ext. 52660)