



MCB 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 10am on the day that you would like your item shipped out.

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