



SHIPPING FORM

Information and Assistance

Shipping: 492-4121 / 2739

Customs: 492-3435

Mailroom: 492-4732 / 3231

Pick up/Dispatch: 492-4122

Dangerous Goods Info: 492-4121

Date and Time of Pickup _____
Pickup Point & Courier's Initials _____

Supply Management Services
Distribution Services
Materials Management Bldg

Customer Reference Number

CONSIGNEE (SHIP TO)

Individual Name Company Name
Address Phone
Address City
Prov./State Country Postal (ZIP) Code

PAYMENT

Prepaid _____ charge to U of A speed code /account
 Collect _____ via (carrier)
 Third Party _____ charge to carrier account

CONSIGNOR (SHIP FROM)

Individual Name email
University Department Phone

SHIPPING INSTRUCTIONS

Speed Essential _____ deliver by: (date) _____ Number of Pieces Weight lbs kgs
Transport: Ground Air
Special Instructions: (e.g. specific carrier, traceability)

REASON FOR SHIPPING:

Sold Research Repair Return to Supplier: (return authorization number): _____
 On Loan Grant Application Other (specify): _____

DANGEROUS GOODS

Shipment contains dangerous goods. Shippers declaration not required. **SPECIFY CONTENTS:**
 Shipment contains no dangerous goods.
 Dangerous goods as per attached shipper's declaration.

PLEASE COMPLETE APPLICABLE SECTIONS BELOW FOR ALL ITEMS LEAVING CANADA

Value Consignee Federal ID Number
Country of Manufacture
Model / Serial Number U of A Tag Number
Description of Goods
 Export Permit Attached Export Permit Not Required

SHIPPED VIA:

CARRIER _____
DATE _____
BILL OF LADING NUMBER _____
COST _____

SHIPPING OFFICE USE ONLY

SIGNATURE

Name of Financial Authority

Signature of Financial Authority

Date: