



## COURIER SHIPPING FORM

Date:

**Type of Service:**

- Express/Overnight  
 Regular  
 Ground

**Courier Company:**

- UPS (preferred vendor)  
 FedEx  
 Purolator

**Your Name**

**Researcher/Professor's Name** (if applicable)

**Chartfield to Charge for Shipment** (Fund, Dept., Program, Class, Project)

**Company Name** (Ship to recipient)

**Company Contact Name & Phone Number**

**Ship to Address** (number, street, city, province/state, postal code)

**Number of Items & Brief Description of Contents**

**Dollar Value of Contents**

\$

**Box Measurements** (length, width, height)

- inches  
 cms

**Weight of Package/Box**

- lbs  
 kgs

**Your Email Address** (for tracking information)