

MSE FedEx Request Form – Domestic (Canada only)

This form must be complete for all outgoing Domestic FedEx packages.

Items which require **packaging** must be properly packaged by you. You will need to find your own box. There is packing tape in the office if needed.

Larger items that cannot fit in the Fed Ex Drop box – located in ABB - must be submitted to our office before 10:00AM for same day pick up.

Envelope items can be processed throughout the day, and are picked up at 4:30 daily (we can provide you with a FedEx envelope).

Shipper Information

Student Name: _____

Supervisor Name: _____

Account # (*it is your responsibility to get this from your supervisor*): _____

Recipient Information

Company: _____

Contact Name: _____

Address 1 (*street address*): _____

Address 2 (*suite, apt, etc*): _____

Province/State: _____

City: _____ Postal Code: _____

Phone Number: _____ Ext: _____

Package & Shipment Details:

No of packages: _____ *Weight: _____ (*circle one*) **lbs** OR **kgs**

Package Contents: (*circle one*) **Documents** OR **Product/Commodities**

Dimensions (if a product/commodities in a box) _____ L _____ W _____ H

Declared \$ Value (CDN): _____