

MSE FedEx Request Form – INTERNATIONAL

This form must be complete for all outgoing International FedEx packages. Items which require packaging must be properly packaged by you. There are some small boxes in 355. If these do not suit your needs, you will need to find your own box. There is also packing tape available if needed.

Larger items that cannot fit in the FedEx 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*

Shipper 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: ___L ___W ___H

- Declared \$ Value (CDN): _____

Product/Commodities (fill out if you are shipping something other than documents):

- Commodity Description (ex. "copper microscope grids"):

- Unit of Measure (pieces, grams, litres, feet, etc.): _____

- Quantity: _____

- Country of Manufacture: _____

*****IF THE RECIPIENT IS PAYING FOR THIS SHIPMENT, PLEASE SEE BACK****

Recipient Tax ID: _____

Recipient FedEx Account Number: _____

Shipment Reference: _____