



# SHIPPING FORM

## Information and Assistance

Shipping: 492-4121 / 2739

Customs: 492-4121

Mailroom: 492-4732 / 3231

Pick up/Dispatch: 492-4122

Dangerous Goods Info: 492-4121

Supply Management Services  
Distribution Operations  
Edmonton, AB T6G 2R3

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  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

### SHIPPED VIA:

CARRIER

DATE

BILL OF LADING NUMBER

COST

### SHIPPING OFFICE USE ONLY

### SIGNATURE

Name of Financial Authority

Signature of Financial Authority

Date: