Courier Request Form

Please fill in the below form, supplying as much information as possible. If you have any questions or need assistance completing this form, contact the Mail Services team.

| **Courier information** | **Your details (Please fill in the blank spaces)** |
| --- | --- |
| Collection address:  (contact number & email) |  |
| Recipient address:  (contact number & email) |  |
| Contents of shipment |  |
| Are the contents toxic or hazardous?  If yes, please attach MSDS |  |
| Number of parcels |  |
| Weight (kg) & dimensions (mm) |  |
| Value of shipment (£)  Terms of Delivery:  (DAP, DDP) |  |
| Insurance required? (yes/no) |  |
| Cost centre (6 digits – e.g. AB1234) or  if a Project code (8 digits – e.g. ABRV0123) it MUST include a task number (e.g. AB00.01) |  |
| Service level – pre 9am, pre 12noon, end of day, same day (please specify the date of arrival) |  |
| Any special circumstances (i.e. refrigeration needed, dry ice, packaging requirements) |  |
| Preferred courier?  DHL, Pan Ex, Davies, Mission Express |  |

If your shipment is non-document and to be shipped overseas, please request a Pro-forma or Commercial customs invoice form from Mail Services.