Courier Request Form

Please fill in the checklist and supply as much information as possible. Please contact the Mail Services team if you have any questions or need assistance completing this form.

| **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) Important: Unless advised otherwise, **DDP** is the default method. \*See below. |  |
| Insurance required (yes/no) |  |
| **Cost centre (6 digits – AB1234) or**  **if a Project code (8 digits - ABRV0123) it MUST include a task number (AB00.01). Please ensure that the Project Code & Task Number supplied are valid for at least 8 weeks from the date of request.** |  |
| Service levels available:  **DHL -** Next day end of day and before 12:00 next day.  **Same day courier - Pan-Ex & Davies International –** Please ask for an estimate of carriage only costs.  **Davies International -** Used for hazardous goods or chilled shipments |  |
| Any special circumstances (i.e. refrigeration needed, dry ice, packaging requirements) |  |
| Preferred courier?  DHL, Pan Ex, Davies International, Mission Express |  |

**IMPORTANT:**

If the shipment is non-document in nature and is to be shipped overseas, please request and fully complete a Pro-Forma or Commercial Customs invoice form from the University Mail Services Department. Please note the customs charges incurred will differ from country to country and will have to be determined by the requester/sender. This information can generally be found online by enquiry of a respective country of destination. University of Oxford Mail Services staff are unable to provide customs duties or taxation advice nor quotations for those particular costs.

If you are iny doubt about the preferred method to send a package/letter and wish to discuss the options, please call or e-mail

[mail.services@admin.ox.ac.uk](mailto:mail.services@admin.ox.ac.uk) 01865 270527

