

INTERNATIONAL EXPRESS SHIPMENTS

Shipping request for shipping outside the US.

Charge Department Dept. Banner #: Personal

Sender's Name:

Phone Number

Recipient Information

AS THESE REQUIRE SIGNATURE OF RECIPIENT, FEDEX AND DHL COURIERS CANNOT ACCEPT ITEMS ADDRESSED TO P.O. BOXES. PLEASE CHECK WITH CUSTOMER SERVICE FOR EXCEPTIONS. 1-800-CALL DHL OR 1-800-GOFEDEX.

Business Name

Attention

Address

Address

City District/Province

Country Postal Code

Please be sure to include correct postal code or the package cannot be processed.

Phone Number

**International shippers require a contact number in case they are unable to deliver.
Couriers will not accept packages without a contact number.**

Needs to arrive by Transit time is **NOT** important. Least costly option.

Your courier preference:

COST AND TRANSIT TIMES VARY BY COUIER, WEIGHT, AND DESTINATION

- UPS- United Parcel Service** Worldwide Express (Limited delivery to countries outside the U.S.)
- FedEx** International Express Services
- DHL-** International Document/Letter Service (Least costly for documents. Delivery in 2-3 business days to most countries.)

REQUIRED CUSTOMS INFORMATION

Package contents and quantities

Declared value All couriers automatically insure for \$100, add additional insurance \$

For Office Services use only:

Tracking number: _____ Shipment Cost: _____

Initials: _____

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Print Form