

The University of British Columbia
Department of Civil Engineering

Courier Shipping Request Form

Completed form: to be returned to the Civil Office, Reception Desk

Requestor Name _____ Date _____
Tel No. _____ Email _____
Speed chart _____ PG Manager _____

Please choose type of service:

DHL (please circle one): Express / Ground
Progressive (please circle one): Regular / Hot / Cycle / Overnight / Rush / Aggressive / Return / Charter
FedEx (please circle one): Regular / FedEx First Overnight

Expect return trip Yes No If yes, please provide speedchart _____

Justification: _____

Receiver Name: _____
Receiver Company: _____
Street Address 1/(No P.O. Boxes): _____
Street Address 2: _____
City, Province / State, Postal / Zip Code, Country _____
Receiver Contact Phone Number: (non-1-800 number) _____

I confirm that there are no hazardous materials within the package. (initial) _____
If package contains hazardous materials, please attach **Dangerous Goods Declaration Form**.

Description of item: _____
Value of the Shipment: _____ Size: _____
Insurance : Yes No Weight: _____

PG Manager's Signature: _____

| | |
|--------------------------------------|---------------|
| For Office Use Only | |
| Tracking _____ | Pick-up _____ |
| Tracking Number emailed to Requestor | |