**COURIER CHECKLIST (Info needed from sender)**

|  |  |
| --- | --- |
|  **SPEEDCHART/Work tag** |  |
|  **Description of contents** (including weight without box or packaging) |  |
|  **Destination** (Recipient name, address and phone number, residential or business address) |  |
|  **Shipment speed** (in days)  |  |
|  **Country of origin** |  |
|  **Estimated value** |  |
|  **Sender/your name + title + lab** |  |
|  **Sender/your Email** |  |
|  **Sender/your contact number** |  |
|  [**Harmonized Code**](https://www.foreign-trade.com/reference/hscode.htm) (international ship only) |  |

 For **International shipping, Letter of contents description** and **Commercial invoices** are required. (Commercial *invoice will be provided by the dean’s office after this form is filled out.*)

If you ship DOCUMENTS, SAMPLES / CHEMICAL SUBSTANCES, INSTRUMENT / EQUIPMENT / PARTS, ANY KIND OF FOOD, please read ***Info Required by Contents*** and include information needed in your email.