

Department of Electrical and Electronic Engineering

 Courier Booking Request

This document is also used to indicate the value, for Customs & Excise purposes, for all goods exported from the United Kingdom to countries outside the EU.

Ship to:

Company Name		Air waybill number	
Building / Street		Contact Name	
Town		Contact phone	
County/State		Contact email	
Country		Zip/Post code	

Details of goods being sent:

Number of pieces		Total Weight	
Document(s)	YES / NO (*delete as req.)	Dimension	__cm x __cm x __cm
Full Description of Goods		Number of Items	Total Value for Customs £(GBP)
VAT REG no		GB 649 9266 78	
Type of export: Permanent/Temporary/Repair or Return* *delete as required			

Internal Charging Details:

GL code for account to be charged:			
If this is a project code, is the charge allowable on this project?	YES / NO* (*delete as req.)		
Name of requestor	Name of Administrator		
Signature	Sig. of Administrator		
Position		Administrator	
Date			
PO Number (If raised by Group Administrator):	EE/		
Please bring completed form, with your consignment, to the stores for dispatch.			