

MIE Courier Account Request Form

- Please complete form **every time you are requesting the account number** by the receiver.
- E-mail completed form to Supervisor listed on form for approval.
- E-mail **approval e-mail with completed form attached** to: reception@mie.utoronto.ca.
- Reception will provide courier account number to the sender listed on form.
- Please do not send forms that are **not approved or incomplete**, Thank you!

Account Requested:	<input type="checkbox"/> FedEx		
	<input type="checkbox"/> Purolator	<i>Date</i>	<i>Tracking # (If received)</i>
RECEIVER			
Mechanical & Industrial Engineering/U of T, MC106 ■ 5 King's College Road, Toronto ON M5S 3G8			
Full Name:			
E-mail:			
Phone:			
Receiver's Name, Full Address & Tel. If different than above:			
Supervisor's Name:			
Supervisor FIS Account#:			
Free Samples Requested:	<input type="checkbox"/>	Based on the actual cost of free goods there may be charges for duties/taxes or brokerage fees, if applicable.	
SENDER			
COUNTRY:		REF/RMA#	
Ship From Name:			
Company:			
Dept/Room #:			
Address:			
City/Prov:			
Postal/Zip Code:			
Phone:		E-mail:	
Package contents:	<input type="checkbox"/> Documents <input type="checkbox"/> Products	Description:	
Additional Info.			