

FedEx & Purolator MIE Courier Shipping Form

(For all other courier companies you are responsible for your shipping requests)

1. For Courier Shipping, all information must be provided on form. (Couriers do not deliver to P.O. Box #.)
2. E-mail **completed form to Supervisor** listed on form for approval - approval is required before shipping is processed.
3. E-mail **approval e-mail with completed shipping form attached** to: reception@mie.utoronto.ca.
4. Then bring your item packaged to Reception MC105 before 2:30 pm.
5. Tracking number will be e-mail when shipment is processed. Thank you!

COUNTRY	REF or RMA#	Please Note: Packages are picked-up from... MC106, Purchasing Office	
		<input type="checkbox"/> Pick-up from Other Location- NOTE *Additional Info/.. Section Below	
Ship To Name:			
Company:			
Dept:			
Address:			
Room/Suite:			
City:			
Prov:			
Postal/Zip Code:			
Phone:		E-mail:	
PAYMENT ACCOUNT: Supervisor Name & FIS Account #:			
BILL RECIPIENT: Indicate their FedEx or Purolator account #:			
Package Contents:	Document or Products Description: (If shipping dangerous goods you need to fill out Shipper's Declaration for Dangerous Goods form (provide 3 copies with shipment).)		
**Number & Type of package: (envelope/box/pallets/etc.)		Weight: (indicate if lb/kg) (over 150 lb = Freight)	
<p>** If shipping more than 1 package please add the dimensions (L/W/H) in inches, weight in lbs & insured value of each box. Freight: Do you require Tail/Lift gate at <input type="checkbox"/> pickup and at <input type="checkbox"/> delivery <input type="checkbox"/> NO, Tail/Lift gate required.</p>			
Shipment Purpose - use only the following eg: Commercial, Gift, Sample, Return & Repair, Personal effects, Personal use			
Country Manufactured: (not required if shipping within Canada):		Insured Value: (for insurance of item - in Canadian \$)	\$
<p>Export Declaration (B13A) Requirements: For shipments destined to any country other than the United States, Puerto Rico, and the U.S. Virgin Islands, exporters are required to complete and submit an Export Declaration (B13A) for goods that are valued at CAD\$2,000 or more, as well as any controlled, regulated, or prohibited goods of any value. Please check appropriate box:</p> <p><input type="checkbox"/> No B13A required & check the applicable exemption number below.</p> <p><input type="checkbox"/> NDR-02: Commercial goods valued less that CAD \$2000.</p> <p><input type="checkbox"/> NDR-10: Goods exported for repair, warranty repair or additions regardless of value that will be returned to Canada.</p> <p>For more info. http://www.fedex.com/ca_english/international/regulatorynews/B13A.html</p>			
Shipper - Name/E-mail/Tel:			
<p>*Additional Info./Pick up from other Location: Shipper Name, Company, <u>Full</u> Address, Country, Phone, E-mail.</p>			