**Courier Request Form**

The cut-off for courier submissions is 15:00. Requests received after this will be processed the next working day. Requests must be sent to Courier@ucl.ac.uk for processing.

**Section 1: Requestor Information**

\* Required Field

|  |  |  |  |
| --- | --- | --- | --- |
| First Name\***:** |  | LastName\***:** |  |
| Department \* |  | Email Address\*: |  |
| ChargeReference\*: |  |
| Telephone no\*: |  |
| Departmental collection point and full address \*: |  |

**Section 2: Delivery Information**

\* Required Field

|  |  |
| --- | --- |
| Full name of recipient \*: |  |
| Full address for recipient\*: |  |
| Recipient Contact no. \*: |  |
| Email of recipient \*: |  |

**Section 3: Contents Description**

\* Required Field

|  |  |
| --- | --- |
| PackageContents\*: |  |
| No. of Items\*: |  | Item Weight (Kg) : |  |
|  | Dimensions, H-W-L in CM\* : |  |
| Value forInsurance (If required): |  | Value for Customs : |  |
| Service Required: |  |
| Hazardous Goods – Y/N: |  |
| Dry Ice – Y/N :  |  |

Save and email to Courier@ucl.ac.uk