

**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](mailto:Courier@ucl.ac.uk) for processing.

**Section 1: Requestor Information**

\* Required Field

|  |  |  |  |
| --- | --- | --- | --- |
| First Name\***:** |  | Last  Name\***:** |  |
| Department \* |  | Email Address\*: |  |
| Charge  Reference\*: |  | | |
| 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

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

Save and email to [Courier@ucl.ac.uk](mailto:Courier@ucl.ac.uk)