

PARCEL / COURIER FORM

Campus Mailing Services
2329 West Mall
Vancouver BC V6T 1Z4

Phone 604-822-6046
Fax 604-822-9336
www.campusmail.ubc.ca
campus.mail@ubc.ca



Contact and Billing Information

Worktag _____
Name _____
email _____

Date _____
Department _____
Phone _____

We will contact you if cost
more than quote

Service Requirements Express Ground Registered Mail **Amt Quoted \$**

Preferred Courier _____ (leave this blank and we will choose based on cost)

When do you need this item to arrive? Date: _____ Time: _____

Do you require insurance? No Yes Insurance: \$ _____

Do you require a signature? No Yes

Can the item be left at the recipient's door No Yes Reference: _____

Recipient Name _____ Recipient Phone Number _____

Recipient email(optional) _____ (a tracking ID will be sent to the recipient)

For US/International Shipments (Customs Information)

Reason for export Repair Return Sample Sale Gift Other _____

Detailed description of contents	Harmonized Code	Country	Qty	Unit Price	Total Value



PARCEL / COURIER FORM

Campus Mailing Services
2329 West Mall
Vancouver BC V6T 1Z4

Phone 604-822-6046
Fax 604-822-9336
www.campusmail.ubc.ca
campus.mail@ubc.ca



Contact and Billing Information

Worktag _____
Name _____
email _____

Date _____
Department _____
Phone _____

We will contact you if cost
more than quote

Service Requirements Express Ground Registered Mail **Amt Quoted \$**

Preferred Courier _____ (leave this blank and we will choose based on cost)

When do you need this item to arrive? Date: _____ Time: _____

Do you require insurance? No Yes Insurance: \$ _____

Do you require a signature? No Yes

Can the item be left at the recipient's door No Yes Reference: _____

Recipient Name _____ Recipient Phone Number _____

Recipient email(optional) _____ (a tracking ID will be sent to the recipient)

For US/International Shipments (Customs Information)

Reason for export Repair Return Sample Sale Gift Other _____

Detailed description of contents	Harmonized Code	Country	Qty	Unit Price	Total Value