

Courier order form



Type of Service – (please select one option from the menus below)

Domestic

Date:

International

(please note that costs vary by service)

Ordered by

Fund* Phone* Mobile

School/Dept* Contact Name*

Project Code* Email*

IF ACCOUNT CODE SUPPLIED IS INCORRECT OR NO LONGER ACTIVE, COSTS WILL BE DEBITED FROM OPERATING FUND

Pick up from

Company*

Address 1*

Address 2*

Suburb*

State* Postcode*

Country*

Instructions if any

STD Phone Mobile

Contact Name*

Email*

Deliver to

Company*

Address 1*

Address 2*

Suburb*

State* Postcode*

Country*

Instructions if any

STD Phone Mobile

Contact Name*

Email*

Item/goods type	No of items	Total weight (kg)	Length (cm)	Width (cm)	Height (cm)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Dangerous Goods Yes No

Your collection date Date: Your collection time HH:MM Your closing time HH:MM

Who is to be charged for freight and custom tax (if any)

Sender Receiver

Do you want this insured? – (if yes, call the Mail Centre on 9385 6764)

Yes No

Instructions:

- *Required. Save completed forms as PDF then email to mailcentre.unsw.edu.au
- Customs Declaration Form is required for all international consignments and is available from UNSW website
- If your email is not acknowledged within an hour, alert the Mail Centre at 93856764
- 2:00PM is the cut-off time for Domestic and International lodgements
- 12:00 Noon is the cut-off time for Same Day Standard