

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 this form. (Couriers do not deliver to P.O. Box #.)
2. **E-mail completed form to Supervisor for approval signature.**
3. E-mail **signed & completed shipping form** to: mie.reception@utoronto.ca.
4. Then bring your item packaged to Reception MC105 before 2:00 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	
		☐ 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 NAME/ACCOUNT:	Supervisor's Name & FIS Account #:		
	→ Supervisor's Signature:		
BILL RECIPIENT: Indicate their FedEx or Purolator Account #:			
Package Contents:	Document or Products Description: Indicate detailed description, composition & end use of goods. (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 lb/kg - over 150 lb = freight)	
** If you ship 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 ☐ pickup and at ☐ delivery ☐ NO , Tail/Lift gate required.			
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 of Goods in Canadian Dollars:	\$
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: ☐ No B13A required & check the applicable exemption number below. ☐ NDR-02: Commercial goods valued less than CAD \$2000. ☐ NDR-10: Goods exported for repair, warranty repair or additions regardless of value that will be returned to Canada. For more info. http://www.fedex.com/ca_english/international/regulatorynews/B13A.html			
Shipper - Name/E-mail/Tel:			
*Additional Info. /Pick up from other Location: Shipper Name, Company, Full Address, Country, Phone, E-mail.			