



### FORM FOR EXPRESS COURIER SHIPMENT SERVICE

To the REAL ESTATE & FACILITIES SERVICE (Shipping Office)

Date: ..... DEPARTMENT/SERVICE: .....

From: User ..... Project nr. ....

TO BE SHIPPED BY EXPRESS COURIER TO THE FOLLOWING RECIPIENT:

.....  
.....  
.....  
.....  
.....

All expenses shall be charged to the project nr.: .....

Signature: .....

**PLEASE NOTE:**

- *The delivery address on the waybill must be legible and complete (including the zip code);*
- *Intended recipient's phone number, fax or email address must always be indicated;*
- *NO delivery addresses with P.O. BOXES will be accepted;*
- *CDs, USB pens or items other than documents must always be declared;*
- *Should delivery time be mandatory, please write it on the waybill;*
- *In case of extra-EU shipment of items such as books, cds, etc, a pro-forma invoice for customs purposes will be required.*