

# International Shipment Request Form

Date: \_\_\_\_\_

Your Name: \_\_\_\_\_

P.I. \_\_\_\_\_

## Addresses

### From:

Contact \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Department \_\_\_\_\_  
 Address line 1 \_\_\_\_\_  
 Address line 2 \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_  
 Zip Code \_\_\_\_\_  
 Phone Number \_\_\_\_\_

Email \_\_\_\_\_

### To:

Contact \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Department \_\_\_\_\_  
 Address line 1 \_\_\_\_\_  
 Address line 2 \_\_\_\_\_  
 City \_\_\_\_\_  
 Province \_\_\_\_\_  
 Zip Code \_\_\_\_\_  
 Country \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Email \_\_\_\_\_

### Billing Information:

Bill Recipient \_\_\_\_\_ Acct # \_\_\_\_\_  
 Bill PRL Account \_\_\_\_\_ Acct & Sub # \_\_\_\_\_

### Shipper:

FedEx \_\_\_\_\_ International Priority \_\_\_\_\_  
 USPS \_\_\_\_\_ International First Class \_\_\_\_\_

### International Mail - Customs Documentation

- "Biological Substance Category B UN33073"  
 mark package "Dangerous goods shipment but no shipper's declaration is required"
- "Genetically Modified (Micro)organism, UN 3245" Class 9"  
 mark package "Dangerous goods shipment but no shipper's declaration is required"
- Material Transfer Agreement (MTA) complete
- Dry Ice Class 9 UN1845  
 Dry Ice weight \_\_\_\_\_

### Itemized list of contents

	Quantity:	Description:	Weight:	Value:
1				
2				
3				
4				
5				
		total		