

**ALL lines** in the form below MUST be completed. Please then send your request to e.f.commercial@wlv.ac.uk

If you need clarification or further assistance, please phone EXT – **1314 or 1269**

**NOTICE REQUIRED for your requests - email by 12:00noon & we will email you your label to attach. Then you can drop off your parcel to the nearest collection post room for the DHL collection before 2.30pm.**

|  |  |
| --- | --- |
| **Shipper Contact Name (first & last name):***Joe Bloggs* | *Tel:*  |
| *Address:* | *Date:*  |
| **Receiver Contact Name (first & last name):***A N . Other* | *Tel:**Address:* *Email address:*  |
| **Description of goods**  | *Document*  *Package* ***x \*\*Example – learning books\*\****  |
| **If outside the EU need declared value of goods**  | ***£ ……..GBP*** |
| **Reason for export**  | ***\*\*Example – samples etc\*\**** |
| **Work order Number (if this is not provided your label will NOT be created)** | *C12345-1*  |
| **Shipment Details**  |
| **Shipment Weight:**  |  |
| **Length:** | **Width:** | **Height:**  |
| **Would you like insurance for your shipment:**  | *\*\*Anything up to the value of £800 will cost £12, anything over this amount will cost 1.5% of the declared value of goods\*\** |  **Yes …. No….** |

**PLEASE SEE BELOW COLLECTION POINTS**

Wolverhampton Science Park MA Post Room

University of Wolverhampton Wulfruna Street

Technology Centre Wolverhampton

Glaisher Drive WV1 1LY

Wolverhampton

WV10 9RU

University of Wolverhampton Housman Building

Telford Campus MX Post Room

Telford Wolverhampton

TF2 9NN WV1 1AD

University Of Wolverhampton

Walsall Campus

Gorway Road

Walsall

WS1 3BD

Once we have received your completed form, we will do the work for you! We will send your completed labels along with any other documentation via email, simply stick it on the parcel and drop off to one of the above collections points.