**ORDER FORM**

**Umeå Universitet**

**E-mail to** **order.swe@ysds.com****, waybills will be returned to sender’s address**

|  |
| --- |
| **SHIP FROM** |
| **Sender** (Section/Dep. & address)**:** | **Invoice reference (**mandatory**)\*:** |
|  |  |
|  | **E-mail:**  |
|  |  |
|  | **Phone number:** |
|  |  |
| **SHIP TO** |
| **Recipient** (Company & address)**:** | **Attention** (name)**:** |
|  |  |
|  | **Receiver e-mail:** |
|  |  |
|  | **Receiver phone:** |
|  |  |
| **SHIPMENT INFO** |
| **Contents:** |
|  |
| **Number of boxes:** | **Total weight:** | **Dimensions** (WxHxL, cm)**:** |
|  |  |  |
| **Service type** (delivered before)**:** | **Insurance value**(SEK)**:** |
| [ ]  12:00 [ ]  17:00 [ ]  Special [ ]  Pallet delivery |  |
| **Other:** | [ ]  Containing batteries | [ ]  Dangerous goods | [ ]  Contact me for assistance |
|  | [ ]  Dry ice (UN1845) \_\_\_\_\_\_ kg dry ice | [ ]  Biological substances (UN3373) |
| **Additional information:** |  |
|  |
| **FOR RECIPIENTS OUTSIDE EU** |
| **Who is paying taxes/duties:** | **Customs value (**SEK**):** |
| [ ]  Sender [ ]  Recipient [ ]  Contact me for assistance |  |
| **Description for customs3:** |
|  |
|  |

**1 Highest value of volume weight or actual weight**

**2 Cost of insurance is 1 % of insured value**

**3 If this shipment contains commercially sold goods, please attach the invoice**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **order.swe@ysds.com** |  | **010 - 10 600 50** |