**ORDER FORM**

**Umeå Universitet**

**E-mail to** [**order.swe@ysds.com**](mailto: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**](mailto:order.swe@ysds.com) |  | **010 - 10 600 50** |