



# Courier Information Form

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

## **SENDER INFORMATION**

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email (for delivery notification): \_\_\_\_\_

Lab Name: \_\_\_\_\_ Lab FedEx Account #: \_\_\_\_\_

Courier: \_\_\_\_\_

(Local = Progressive    Canada & International = FedEx    No Preference = FedEx)

Speedchart #: \_\_\_\_\_ **OR** Recipient/3<sup>rd</sup> Party Billing FedEx #: \_\_\_\_\_

## **RECIPIENT INFORMATION**

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_

Country: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

## **PACKAGE INFORMATION**

# of Packages: \_\_\_\_\_ Weight: \_\_\_\_\_ Documents Only:        Yes        No

If No, Please Provide a Detailed Description of the Contents:

\_\_\_\_\_

### **NOTE:**

All required information must be fully completed and all deliveries must be safely packaged and ready to go before giving them to the Admin office to process. If it is later than 2 pm, we can try but it might not be processed until the next working day.