

General Shipping Requisition

Form Received Date: _____

IMPORTANT - Please bring shipments down before 11:00 am. If you have not given us early notice, please allow 3-5 business days for processing.

Service Preference: Fastest | Slower

Requested Ship Date: _____

PART A: TO/FROM INFORMATION AND DECLARATION (ALL fields in this section are mandatory unless otherwise specified)

Sender's Name	
Sender's Declaration As the person handing off the shipment to Science Stores, I hereby declare that the information provided below, and on any supplementary forms, fully and accurately describes the materials to be shipped. Check <input type="checkbox"/> if you agree	
PI / Supervisor	Department
Sender's Phone	Sender's Email
Attention To	
Recipient's Phone	Recipient's Email (optional)
Recipient's Address Please include organization name, street with building number, city, province/state and postal code	Check <input type="checkbox"/> If this is a personal residence and not a business / organization / institution
Note: We can't ship to a PO Box	Check <input type="checkbox"/> if this is an INCOMING SHIPMENT on the Stores' Fedex account and include the address of sender above

PART B: MARKETED CHEMICALS AND KITS (IMPORTANT: PLEASE SUPPLY AN SDS FOR EACH CHEMICAL)

(IF YOU ARE SHIPPING A NOVEL CHEMICAL(S), DON'T USE PART B - INSTEAD USE THE RESEARCH SAMPLES SHIPPING CHECKLIST SUPPLEMENTARY FORM)

Chemical Name as sold by the vendor	Vendor	Catalogue Number and Country of Origin	Mass/Volume per container	Mass/Volume TOTAL

PART C: EQUIPMENT Please Note: for **FOREIGN** shipments only, fields marked with a * are mandatory

Description of Equipment	
If you are sending multiple pieces of equipment or supplies outside of Canada please request a packing list template spreadsheet from scistore@uvic.ca	
Does it contain batteries? Yes <input type="checkbox"/> No <input type="checkbox"/> Type	Wh rating/cell
* Is it for repair and coming back? Yes <input type="checkbox"/> No <input type="checkbox"/>	* Repaired under warranty Yes <input type="checkbox"/> No <input type="checkbox"/>

PART C continues on the next page...

PART C: EQUIPMENT (Continued) Please Note: for **FOREIGN** shipments only, fields marked with a * are mandatory

* Serial number	
* HS Tariff Classification Number	
* Country of Manufacturer	
* Recipient's tax identification number	

PART D: DNA, PROTEINS, SEQUENCING, OTHER SUBSTANCES / ITEMS

Description of goods - <i>If sending animals and/or plants please state country of origin, genus and species</i>				
Container type and composition		# of containers		# of Seq. RXNs
Mass / volume per container (g / mL)		Total mass / volume (g / mL)		
If it is a culture, indicate what type	Agar slant <input type="checkbox"/> Liquid <input type="checkbox"/> Stab <input type="checkbox"/> Other: <input type="checkbox"/>			
Is it infectious?	Yes <input type="checkbox"/> Biosafety Level		No <input type="checkbox"/>	
* Is a shipping permit required?	Yes <input type="checkbox"/> (please provide)	No <input type="checkbox"/>		

PART D: PERISHABLE?

Does this shipment include dry ice? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, how much in kg	
Does this shipment include blue ice packs? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Please describe any special handling procedures on a separate sheet

PART F: VALUE FOR CUSTOMS AND INSURANCE

IF the shipment is leaving Canada please provide a value for customs: <i>The Customs Value is generally the market value of a new product in CDN dollars</i>		\$ CDN
IF you want to insure the contents please provide an insurance value: <i>Please note: there is a \$500 deductible and the premium is ~ 0.301% of the value chosen.</i>		\$ CDN

PART G: SHIPPING CHARGE AUTHORIZATION (Please provide **BOTH** a Stores Code and the FAST if possible)

Stores Code		FAST Code	
To the Authorizer: <i>If submitting by email, please type "I authorize this charge" in the body of the email with the form attached</i>		<i>signature space</i>	
If the recipient is paying, please provide the recipient's Fedex Account number here			

Please Note: If/when we classify your shipment as fully regulated dangerous goods, Fedex will charge an additional \$75 fee and Stores might charge you an additional \$21.00 fee for dangerous goods paperwork generation.