

Clark Hall Shipping Request Form - International

Section 1: Sender's Information			
Last Name		Net ID	
First Name		Today's Date	
Office Location	Building Name:		Room #:
Department	<input type="checkbox"/> LASSP <input type="checkbox"/> AEP <input type="checkbox"/> CCMR <input type="checkbox"/> CLASSE <input type="checkbox"/> PHYSICS <input type="checkbox"/> Other: _____		
Lab Group Name			
KFS Account Number to Charge			
Weight (in pounds)		Dimensions (L x W x H in inches)	
Business Purpose for Shipping Package (Required)			
Description of Goods <small>Provide detailed information for all materials. If shipping documents specify exact type (ie: J-1 visa application)</small>			

Section 2: Shipping Information			
Rate of Service	<input type="checkbox"/> 1Day <input type="checkbox"/> Priority <input type="checkbox"/> Economy	Note: International shipping times cannot be guaranteed and are dependent on the time of day package is picked up in the US. Available options vary for different countries.	
Customs Value (Required)	\$ _____ <small>Please be accurate. This information may be audited by customs.</small>	Insured Value (Optional)	\$ _____
Declaration of Hazardous Goods. Does your shipment Contain:			
Biological Materials	Chemicals	Prior authorization is required to ship any of these materials. Additional training or certification may be required by EHS. Consult your department for more info.	
Radioactive Materials	Dry Ice		
I attest that the information provided is accurate to the best of my knowledge.		_____ Signature (Required)	
Recipient's Address: Must include email and phone # (No P.O. Box Numbers Allowed)			
Phone Number		Email	

Please complete all fields and email or bring this form along **with proof of permission to ship** to the appropriate shipping person to create your shipping label and commercial invoice. Permission to ship must first be obtained from Cornell Export Control for **all international packages**.