

MIE Courier Account Request Form

- Form is to be completed **every time you are requesting the account number** by the receiver.
- Please e-mailed form to reception@mie.utoronto.ca & **copy the supervisor listed on form.**
- Reception will provide courier account number to the sender listed on form.
- Please do not send incomplete form.... Thank you!

| | | | |
|---|---|--|---------------------------------|
| Account Requested: | <input type="checkbox"/> FedEx | | |
| | <input type="checkbox"/> Purolator | <i>Date</i> | <i>Tracking # (If received)</i> |
| RECEIVER | | | |
| Mechanical & Industrial Engineering/U of T, MC106 ■ 5 King's College Road, Toronto ON M5S 3G8 | | | |
| Name: | | | |
| E-mail: | | | |
| Receiver's Name, Full Address & Tel. If different than above: | | | |
| Phone: | | | |
| Supervisor's Name: | | | |
| Supervisor FIS Account#: | | | |
| SENDER | | | |
| COUNTRY: | | REF/RMA# | |
| Ship From Name: | | | |
| Company: | | | |
| Dept/Room #: | | | |
| Address: | | | |
| City/Prov: | | | |
| Postal/Zip Code: | | | |
| Phone: | | E-mail: | |
| Package contents: | <input type="checkbox"/> Documents <input type="checkbox"/> Products | Description: | |
| Free Samples | <input type="checkbox"/> | Based on the actual cost of free goods there may be charges for duties/taxes or brokerage fees, if applicable. | |
| Additional Info. | | | |