


# MIE Courier Account Request Form

- Please complete form **every time you are requesting the account number** by the receiver.
- E-mail completed form to Supervisor listed on form for approval.
- E-mail **approval e-mail with completed form attached** to: [mie.reception@utoronto.ca](mailto:mie.reception@utoronto.ca).
- Reception will provide courier account number to the sender listed on form.
- Please do not send forms that are **not approved or incomplete**, Thank you!

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