

DHL REQUEST FORM

DELIVER TO / COLLECT FROM (delete accordingly)

Contact Name:

Full Address

Phone Number

(with International
code)

Email Address

Number of Items

Dimension (cm)

Length

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Width

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Depth

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Weight (kg)

Goods Description *

INTERNATIONAL ONLY

*** Acceptable Goods Descriptions - provide sufficient
detail about the precise nature of goods in plain language**

**What are the goods for
What is it made of
etc.**

Harminisation Code

[UK Integrated Online Tariff: Look up commodity codes, duty and VAT rates - GOV.UK \(trade-tariff.service.gov.uk\)](https://gov.uk/trade-tariff.service.gov.uk)

INTERNATIONAL ONLY

***IMPORTING TO UNIVERSITY - PLEASE PROVIDE VAT EXEMPTION CERTIFICATE IF APPLICABLE ***

Purpose of Shipment (please tick relevant box)

Gift	
Commercial	
Personal, Not for Resale	
Sample	
Return for Repair	
Return after Repair	
Return to Origin	

Export Control Compliance

Is your item subject to Export Controls?

YES/NO *

*delete as appropriate

If Yes, please confirm you have obtained the required licence & explain any instructions that must be shared with DHL.

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For Guidance, please contact **Research-Governance@Bath.ac.uk**

Value £

£

Insurance

YES / NO

**Department or
AGRESSO code**

Department Contact

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Special Requirements

E.g before 12.00 etc
(Where possible)

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Please Email this to: University Post Room - **mail@bath.ac.uk**