

# 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

Width

Depth

**Weight (kg)**

**Goods Description \***

### **INTERNATIONAL ONLY**

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

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

**Harmonisation Code**

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

**INTERNATIONAL ONLY****\*IMPORTING TO UNIVERSITY - PLEASE PROVIDE VAT EXEMPTION CERTIFICATE IF APPLICABLE \*****Purpose of Shipment (please tick relevant box)**

Gift	<input type="checkbox"/>
Commercial	<input type="checkbox"/>
Personal, Not for Resale	<input type="checkbox"/>
Sample	<input type="checkbox"/>
Return for Repair	<input type="checkbox"/>
Return after Repair	<input type="checkbox"/>
Return to Origin	<input type="checkbox"/>

**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 &amp; explain any instructions that must be shared with DHL.

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

<b>Value £</b> <input type="text" value="£"/>	
<b>Insurance</b>	<input type="text" value="YES / NO"/>
<b>Department or AGRESSO code</b>	<input type="text"/>
<b>Department Contact</b>	<input type="text"/>
<b>Special Requirements</b> E.g before 12.00 etc (Where possible)	<input type="text"/>

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