



Send package or recommended letter

Delivery address:	
Contact person	
Company	
Address	
ZIP code and City	Country
Receiver reference	Telephone number/cellphone

Sender:	
Name	Telephone number/ cellphone
Academy/unit <input type="checkbox"/> Academy 1 <input type="checkbox"/> Academy 2 <input type="checkbox"/> Academy 3 <input type="checkbox"/> Professional Services	
Invoice reference	

Statistical number to customs service. Contact with customs office:0771 520 520	
<input type="checkbox"/> Send as recommended (REK)	
<input type="checkbox"/> Send as traceable package	
<input type="checkbox"/> Send as expressletter/package	

If nothing else is stated campusservice will send the package/letter with the cheapest shipping possibility. For shipping within the EU we mainly use Postnord AB with whom the university are contract costumers. For shipping outside of the EU you might need to fill out a customs declarations form. If so you need to attach that form with this form when leaving the package/letter for shipping. You can leave the package/letter by the outgoing mail drop in your department or in the reception at latest 14:30 Monday to Friday.