

# MDR-05 MAIL DESPATCH REQUEST MB

## International Mail and Courier



THE UNIVERSITY OF  
**WESTERN  
AUSTRALIA**

TO: UNIMAIL

MBDP Number:      Phone: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Sender (please print): \_\_\_\_\_ On behalf of: \_\_\_\_\_

Business Unit      Project Grant         Class    Account

(if details are not filled in, costs will be charged to the default account allocated to the MBDP)

Sender's signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLEASE TICK THE APPROPRIATE BOX CLEARLY:**

**NORMAL DELIVERY PERIOD**

1.  Overseas courier (street address only) \_\_\_\_\_ 4 working days average

2.  Australia Post Overseas airmail \_\_\_\_\_ 15 working days

3.  World Mail Overseas airmail (documents only, low cost) \_\_\_\_\_ 25 working days

Please deliver by the lowest cost option

**International Postage**

**Receiver Details:** please provide contact details for the receiver

All details must be completed - incomplete forms will be returned to sender with the items for postage. Phone numbers are essential.

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Country:** \_\_\_\_\_ **Postal/zip code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

- Insurance for goods over \$1000. Please contact [insurance@uwa.edu.au](mailto:insurance@uwa.edu.au)
- Import/Export Duty may be charged on items being sent overseas. Duty is by default the responsibility of the receiver. If the Business Unit elects to bear responsibility for duties rather than the receiver please tick.
- Import/Export Duty may be reduced if the items are only of a temporary import/export nature. If so please tick  and contact the Mail Room Manager.
- The 'Details of contents' must be completed for ALL items.
- The 'Value' must be completed for Customs purposes for all items being sent OVERSEAS, other than printed matter.
- Declaration from attached to Airmail packages Australia Post.
- Phone number of addressee is essential when sending by courier.
- Street address only for recipients when sending by courier - no private boxes.

**FULL DETAILS OF CONTENTS:** Printed material under 500gms  or complete details \_\_\_\_\_

\_\_\_\_\_ Value: \$ \_\_\_\_\_

Reason for sending: \_\_\_\_\_

**OFFICE USE ONLY**

Zone	Reference No.	No. Items	Charges	Weight
			\$ :	
			\$ :	
			\$ :	
			\$ :	
			\$ :	
			\$ :	

Processing Officer Signature: \_\_\_\_\_