MDR-04 MAIL DESPATCH REQUEST MB
Local and Interstate Mail and Courier

THE UNIVERSITY OF WESTERN AUSTRALIA

TO: UNIMAIL

MBDP Number: M ☐☐☐☐ Phone:_____ Date:_____/_____/_____

Sender (please print): _____ On behalf of:_____

_____

Business Unit ☐☐☐☐☐ Project Grant ☐☐☐☐☐☐☐☐ Class ☐☐☐ Account 6 2 5
(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 BUT THIS IS NOT GUARANTEED**

1. ☐ Metro courier (street address only)_____ same day delivery guaranteed
2. ☐ Metro courier (street address only)_____ next day delivery
3. ☐ WA country and remote area courier_____ 48–72 hours
4. ☐ Interstate courier air (street address preferred) _____ overnight
5. ☐ Interstate courier road (street address only)_____ 6 working days
6. ☐ Registered letters (Australia only) _____ 4 working days and signed by receiver
7. ☐ Australia Post – general mail _____ 4 working days

PICKUP DETAILS (SAME DAY LOCAL COURIER ONLY): Fax to Mailroom ext 7921

Note: must be received before 1.00pm Monday–Thursday, or before noon Friday to guarantee same day delivery.

Name of Sender:_____ Phone: _____

Address:_____

_____

RECEIVER DETAILS: please provide contact details for the receiver

Name of Receiver: _____

Address: _____

City:_____ **Country:** _____ **Postal/zip code:** _____

Phone: _____ **Mobile:**_____ **Fax:** _____

FULL DETAILS OF CONTENTS:

_____

_____

OFFICE USE ONLY

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

Processing Officer Signature: _____

Mail Room
Phone 6488 3021 Fax 6488 7921 Email unimail@uwa.edu.au

Photocopy completed form if required for your records.