

POSTAL REQUEST FORM FOR ALL PACKET/PARCEL POST OUTSIDE THE EU

Please fill in the form below and attach securely to the item for posting. All packet/parcel post for outside the EU now requires a customs declaration form. Without the required form your parcel may be returned, delayed or at risk of being destroyed.

Name:
Department:
Contact Ext number/email:

RECIPIENT INFORMATION

Name _____

Business/company (optional) _____

Address 1 _____

Address 2 _____

Address 3 _____

State/County _____ Post code _____

Country _____

Recipient contact email (optional) _____

Recipient contact number

Country and code _____ Prefix _____ Number _____

CONTENTS: All boxes must be filled in for each item in your parcel. Writing gift and no commercial value will not be accepted and will result in your parcel being returned to you.

ITEM DESCRIPTION	QUANTITY	VALUE	WEIGHT

If need be, please add an extra page with any extra contents to be declared.