

**COURIER
BOOKING FORM
MELBOURNE CAMPUS**

This form must accompany any item being couriered

Organisational Unit:
Cost Code for Charge Back:
Date:
Contact Name, Address and Phone number of Destination: <i>(if parcel is going interstate, consignment note must be filled out at reception and signed by person requesting pick-up)</i>
Dimensions of parcel: <i>(Length X Width X Depth in centimetres)</i>
Weight of parcel:
Expected time of arrival at destination: <i>(3 days, next day or priority)</i>
Parcel type: <i>(Envelope, box etc.)</i>
Authorised By:

Please note:

- If this form has not been signed by an Authority in the area that is sending the parcel, the parcel will not be sent.
- All articles being couriered must have complete addressee details and return address before they arrive at reception.