

International Shipping Form

Date: _____

International shipping requires accurate and detailed information about the contents and package recipient. Please fill out the form below completely. ALL fields are required for Print and Mailing Services to ship packages abroad. If you have any questions, please contact us as printandmailing@depaul.edu.

Sender

Full Name: _____ Department Name: _____

Phone Number: _____

Address: _____

Recipient

Full Name: _____ Country: _____

Phone Number (incl. country code): _____

Address: _____

Item Description

Please include a detailed description of the item(s) in the package, including the weight and value of each individual item.

ACCEPTABLE DESCRIPTIONS

- TELEVISION
- MOBILE PHONE
- MEN'S COTTON T-SHIRTS
- ACADEMIC JOURNAL

UNACCEPTABLE DESCRIPTIONS

- ELECTRONICS
- CLOTHING
- BOOK

Shipping Service

Choose one. Please contact us for expedited international shipping.

United States Postal Service
First Class International

FedEx
International Economy

NOTE: Some countries impose a Value-Added Tax (VAT) on international shipments that must be paid by the recipient for release of the package. Unfortunately, we cannot pay this in advance. Please be sure the recipient is aware of what you are shipping and the possible VAT.