

Please state:

1) Address of recipient, only complete address is excepted (not box number)

2) Phone nr of recipient

3) Senders name and phone nr

4) E-mail of sender and recipient

5) Ref code (for billing) of sender

6) Contents (if it is biological samples, it must be declared and stated whether they are contagious or not).

7) When the package should reach its destination.

If the package contains dry ice, it must be stated. (Three kg dry ice is needed for a 24 h transport.)

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Leave the package in the mail room and contact one of the technicians in the campus management.

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Leave the package latest two pm for sending same day.