



User Shipping Order

Please Complete Shaded Areas

FORM
Number:
Issued:

User's Name:

Experiment Number:

Experiment Beamline:

User Phone Number:

User Email Address:

DATE

Courier	Courier Account #	Federal Tax Number (USA)
<input type="text"/>	<input type="text"/>	<input type="text"/>

SHIP TO: (Consignee)

ATTN (Contact Person):

Company Name:

Street Address:

City / State / Province:

Country / Postal Code:

Phone Number:

Qty	DESCRIPTION	Country of Origin	Total Value
H.S. Code :			
Total Items	Shipment Weights		TOTAL:
		KGS <input type="checkbox"/> LBS <input type="checkbox"/>	USD\$ <input type="checkbox"/> CAD\$ <input type="checkbox"/> Euro\$ <input type="checkbox"/>
		Total Weight	Other: <input type="checkbox"/>

Does this shipment contain any of the following hazards?

Explosives	<input type="checkbox"/> Yes <input type="checkbox"/> No	Flammable Liquid	<input type="checkbox"/> Yes <input type="checkbox"/> No	Poisonous Material	<input type="checkbox"/> Yes <input type="checkbox"/> No
Flammable	<input type="checkbox"/> Yes <input type="checkbox"/> No	Combustible Liquid	<input type="checkbox"/> Yes <input type="checkbox"/> No	Poisonous Gas	<input type="checkbox"/> Yes <input type="checkbox"/> No
Corrosive Material	<input type="checkbox"/> Yes <input type="checkbox"/> No	Flammable Solids	<input type="checkbox"/> Yes <input type="checkbox"/> No	Radioactive Material	<input type="checkbox"/> Yes <input type="checkbox"/> No
Organic Peroxides	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dangerous-When-Wet	<input type="checkbox"/> Yes <input type="checkbox"/> No	Oxidizer	<input type="checkbox"/> Yes <input type="checkbox"/> No
Infectious Substance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Spontaneously Combustible Liquid		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Lithium Metal Battery	<input type="checkbox"/> Yes <input type="checkbox"/> No	Nonflammable Compressed Gas		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Lithium Ion Battery	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Canadian Light Source - 44 Innovation Boulevard, University of Saskatchewan, Saskatoon, SK Canada S7N2V3

User Shipping Order Guide

Please read carefully.

Canadian Light Source Inc. (CLSI) Shipping Department is able to ship packages with most courier companies. Our preferred couriers are:

- Within Canada: Purolator (www.purolator.com)
- International: FedEx (www.fedex.com)
- Other: FedEx Ground (www.fedex.com), UPS (www.ups.com), DHL (www.dhl.ca)

CLSI prefers that users arrange for payment directly to the shipping courier. There are 2 ways to arrange payment directly:

- 1) Using a credit card on the courier website. All couriers will accept credit card payments.
 - a. Go online to the courier website and fill out the required information.
 - b. Bring the shipping label and the package to Room 1055 for review.
 - c. If you are unable to print the label, email a PDF version to stores@lightsource.ca for printing and then bring the package to Room 1055 for review.
- 2) Using a courier account number.
 - a. Fill out the form on the back of this page, ensuring that you have filled in all shaded areas.
 - b. Enter your preferred courier and account number in the appropriate boxes.
 - i. Please note: for some couriers the postal code for the destination address must match the billing address. If this is not the case for your account, please include the postal code for the account's billing address.
 - c. Bring the completed form and your package to Room 1055 for review.

If you are not able to arrange for direct payment, CLSI will bill your experiment for any charges associated with the shipment. To arrange this, please fill out the form on the back of this sheet then bring the form and package to Room 1055 for review.

CLSI Shipping also has shipping materials available including reused boxes, bubble wrap, paper packing materials, labels, tapes, and label holders. We also have branded small boxes and envelopes for most major couriers.

Other helpful tips:

- If you have the paperwork from when your package arrived at CLSI, please attach it to this sheet. Incoming paperwork can be very helpful when shipping items back.
- If you have a hazardous goods shipment, please contact us as soon as possible. Hazardous goods shipments can require special packaging and take longer to arrange.

If you have any questions, please contact Tara Schoonbaert or Andrew Brown at stores@lightsource.ca or call 306-657-3657 or stop by Room 1055.