



**Western**  
**The University of Western Ontario**  
**Customs and Traffic Section**  
**Fax 661-3071**

**Export Information Form**

Please fill out the information below and return by campus mail, fax or email to the above address. When documentation has been prepared it will be returned to you by the same method. Export documents are to be given to the carrier's driver when shipment is picked up. If returning by email, send to Elaine Roswell at [roswell@uwo.ca](mailto:roswell@uwo.ca)

Exporter		Consignee		
Department Name		Company Name		
Rm. # & Building		Street Address		
Exporter's Name		City/State/Country/Postal Code		
Telephone		Attn:		
Fax		Telephone Number		
Email		RMA #		
		Federal Tax ID # (US desinations only)		
Detailed Description of Goods Exported (include all identification numbers, including serial number, model,FCC etc)		Country of Manufacture	Quantity and Unit of Measure	Unit Price and currency type
Reason for Export: (i.e. sale/repair /return)		Will goods be returning? Yes ___ No ___		
Carrier Name and Waybill Number		<u>No. and Type of Packages</u>	<u>Total Weight:</u> ___ lb. or ___ kg.	
Transportation Charges (billing):show an x where applicable) Prepaid ___ Collect ___ UWO Account Number (Speed Code) _____				