Departmental Outbound Shipment Request Form

Department & Requestor Details

Department

Requestor Name

Requestor Email

Date

Phone Number

Shipment Details

Ship To (Recipient Name)

Recipient Contact Number

Destination Address

City

State/Province

Postal Code

Country

Package Information

Description of Contents

Quantity

Total Weight (kg)

Declared Value

Delivery Type

[ ]

Tracking Required

[▼]

Additional Instructions

Instructions/Remarks

[ ]

For Office Use Only

Reference Number

[ ]

Processed By

[ ]

Date Processed

[ ]