Text

Description automatically generated **ESTATES**

**CUSTOMS INFORMATION required for ALL non-document items that are to be sent abroad via courier**

To: Mail Room Date:

Name of staff member sending item:……………………………………………….Ext……………….Department………………………………………..…………………………………………………..

**Name of Recipient**:……………………………………………………………………….**Tel.no**………………………………………………………………**Email**……………………………………………………….

Parcel Contents: List each item

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEM** | **QUANTITY** | **COUNTRY OF ORIGIN** | **VALUE £s** | **PURPOSE OF SHIPMENT\*** | **TRADE TARIFF/HS CODE \*\*** | | | | |
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**EORI Number for recipient**:………………………………………………………………..(Economic Operators Registration and Identification number. Required if the item is going to a **business/University address** in the EU)

**Deliver Duty Paid: YES** The department sending the item will pay any customs fees/taxes

**NO** The recipient will pay any customs fees/taxes

**\*purpose of shipment e.g. Gift, Commercial, Sold, Not Sold, Personal – not for resale, Returned for repair. \*\*find the code at:** [**https://www.gov.uk/trade-tariff**](https://www.gov.uk/trade-tariff) **Please note that you will have to click on each subsequent description of the item to obtain a code that contains 5 x 2 numbers e.g. 49 01 99 00 00**