

# XPRESSPOST COURIER / BILL OF LADING INSTRUCTIONS

## **For CANADIAN Destinations ONLY**

THE FOLLOWING AREAS ***MUST*** BE FILLED OUT  
***BEFORE*** SENDING DOCUMENTS VIA XPRESSPOST.

<b>From</b> Expéditeur 1A		Telephone no. N° de téléphone 519 253 3000 1B	
Customer Acct No. N° du client / compte 1779079		Agreement No. N° de convention 40110187	
2 UNIVERSITY OF WINDSOR Address Adresse			
401 SUNSET AVE WINDSOR		Province ON	Postal Code Code postal N9B 3P4
<b>To</b> Destinataire		Telephone no. N° de téléphone	
3 Name Nom Address Adresse City Ville Province Postal Code Code postal			
4 Signature Required Signature requise Sender warrants that this shipment does not contain dangerous goods. L'expéditeur garantit que cet envoi ne contient pas de matières dangereuses.			

33-086-589 (03-04)

<b>1</b> 908		CANADA POSTES POST CANADA		XPRESSPOST	
<b>Bill of Lading</b>				<b>Connaissance</b>	
Billed Facturé <input type="checkbox"/>	Paid by meter Payé par compteur <input checked="" type="checkbox"/>	Weight Poids	Total meter amount Valeur totale de l'empreinte		
Oversize / Unpackaged (check if applicable) <input type="checkbox"/>		Volumetric Weight Poids volumétrique			
Surdimensionné / Sans emballage (cochez au besoin) <input type="checkbox"/>		kg \$			
5 Sender's Ref. Réf. de l'expéditeur		Insured value (Addit. coverage) Valeur assurée (Couverture addit.)			
6 Sender's Signature Signature de l'expéditeur		C.C. No. N° du c.c.			
Accepted by Accepté par		Date		7 Y A M M D J	
FOR DELIVERY CONFIRMATION		POUR CONFIRMER LA LIVRAISON		www.canadapost.ca www.postescanada.ca or/ou 1 888 550-6333	

ITEM REFERENCE NO. N° DE RÉF. DE L'ARTICLE  
PB 798 357 822 CA

PLEASE DETACH PRIOR TO MAILING  
ENLEVER AVANT DE POSTER S.V.P.

#1a: Please print the name of the person from whom the letter/package is being sent in the ***FROM*** field.

#1b: Please print your ***EXTENSION NUMBER*** to the ***RIGHT*** of the main "University Phone Number".

#2: Please print your Department Name just above "University of Windsor".

#3: Please print the destination here. If at all possible, please include the telephone number in the space provided.

#4: Should you wish the person to sign for the letter/package, please ensure that you place an ***"X"*** in the ***SIGNATURE REQUIRED*** field. There is an extra charge of \$1.50 for this service.

#5: ***The DEPARTMENTAL or GRANT NUMBER MUST be PRINTED in the SENDER'S REFERENCE field. All mail is charged to the 8430 minor account.***

#6: Your ***SIGNATURE*** ***MUST*** be placed in this box. Please print your name to the left of your signature.

#7: The ***CURRENT DATE*** ***MUST*** be placed in this box.

**NOTE:** ALL Xpresspost items ***MUST*** be in Distribution Services ***NO LATER THAN 3:30 p.m.*** Monday through Friday to be picked up by Xpresspost that same day. Xpresspost items received after the cut off time of 3:30 p.m. will be picked up by Xpresspost the next working day by 3:30 p.m.

Please ***PHOTOCOPY / RECORD*** the ***BILL OF LADING NUMBER*** for tracking purposes. Tracking of your letter/package can be done by logging on to "www.canadapost.ca". You should wait a minimum of 24 hrs. after the letter/package has gone out from Distribution Services to check the tracking progress.

Delivery Standards (how long delivery will take) can also be found at "www.canadapost.ca". Click on "go to business", click on "xpresspost", go to "shipment delivery" area, click on "delivery standards"-column on right side, click on "click here" icon on very last line - follow instructions. You must include any letters at the beginning and end of the numbers.

**PLEASE DO NOT TAKE APART THE XPRESSPOST FORM.**

**THE WHOLE FORM MUST COME TO DISTRIBUTION SERVICES.**

Your copy will be sent to you once the billing has been processed.

**Please affix the bill of lading to the front of the item being sent.**

**"REMEMBER TO RECORD THE TRACKING NUMBER."**