**UPS EXPORT DOCUMENT**

**ALL SECTIONS TO BE FILLED IN OR SHIPMENT WILL BE REFUSED**

ADDITIONAL INFORMATION IS NOW REQUIRED FOR ALL OVERSEAS SHIPMENTS A COMMERCIAL OR PRO-FORMA INVOICE HAS TO BE PROVIDED BY THE MAIL SERVICES TEAM AND ALL BOXES REQUIRE ANSWERS

PLEASE PROVIDE THE UK GOVERNMENT COMMODITY CODE FOR YOUR PACKAGE

INFORMATION CAN BE FOUND AT [WWW.GOV.UK/TRADE-TARIFF](http://WWW.GOV.UK/TRADE-TARIFF)

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THE REASON YOUR ITEM REQUIRES EXPORTING PLEASE PROVIDE AS MUCH DETAIL AS POSSIBLE

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THE VALUE OF THE PACKAGE IN GBP

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IF YOUR PACKAGE IS BEING RETURNED TO A SUPPLIER FOR SERVICE OR REPAIR PLEASE PROVIDE AS MUCH DETAIL AS POSSIBLE THIS MAY AVOID ADDITIONAL VAT CHARGES.

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| VAT -  EORI |

* PLEASE PROVIDE RECIEVERS VAT NUMBER AND EORI NUMBER

[INSURANCE](https://uniofnottm.sharepoint.com/sites/Insurance2/SitePages/Transit-and-Temporary-Insurance.aspx?CT=1652452463) CAN BE ARRANGED BY YOURSELF AT

<https://uniofnottm.sharepoint.com/sites/Insurance2/SitePages/Transit-and-Temporary-Insurance.aspx?CT=1652452463>