**Damco A/S**

Østhavnsvej 37, 8000 Aarhus C

E-mail: [denmarkcourier@damco.com﻿](mailto:denmarkcourier@damco.com)

**Forsendelsemåde:**   Fly/by air  Kurer/by courier  **Express –TØRIS/dry ice**

**(Way of shipping):**

**Angiv venligst forsendelsesfirma:** FedEx  UPS  TNT  DHL

**(Please indicate shipping company)**

- Hvis der **ikke** sættes kryds, vælger Damco **billigste** firma

- If you **don’t** tick a shipping company, Damco will choose the **cheapest** company

**Leverings adresse/Delivery Address:**

**EAN-no.**

**5798000419964**

**Stedkode (”department code”):**

**2802**

Company:

Address:

Country:

Contact:

Phone nr.:

**Afhentnings adresse/Pickup address:**

Gustav Wieds Vej 10C, vareindleveringen, building 3130, room 103/ ground floor) \_\_\_\_\_

C.F. Møllers Alle 3, vareindleveringen, building 1130, room 311/3rd floor) \_\_\_\_\_\_\_\_\_\_\_\_\_

Anden/ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Afsender information/Sender Information:**

Navn/Name:

E-mail:

Tlf. nr./Phone nr.:

Evt. rekvisitionsnummer/Requisition number (if you have one):

**Parcel information:**

Vægt/Weight:

Dimensioner/Dimensions (H x B x W):

Value:

Indhold: Forskningsmateriale– ikke skadeligt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Contents : Research Material – not harmful)

Flydende nitrogen :  JA/Yes  Nej/No

(Liquid Nitrogen)

**HOW TO BOOK:**

* Fill out ALL the information above
* Save the document and name it: (Name/e-mail/ requisition nr. Or phone nr.)
* Specify the entrance and floor so the courier knows exactly where to pick up the parcel
* Send it to [denmarkcourier@damco.com﻿](mailto:denmarkcourier@damco.com)
* [denmarkcourier@damco.com﻿](mailto:denmarkcourier@damco.com) Will send you label, manifest Customs copy and a tracking nr.
* Print the label and stick on the parcel BEFORE leaving it at the pickup place
* Print the manifest, sign it and place with the parcel BEFORE leaving it at the pickup place
* Print the customs copy and leave with the parcel BEFORE leaving it at the pickup place
* IF it is a shipment outside of the EU remember to attach a proforma invoice
* If the shipment includes batteries, fill out the battery formula (last page) and leave with the parcel