

HONG KONG BAPTIST UNIVERSITY

MESSENGER / COURIER SERVICE REQUEST FORM

To : Finance Office (Fax: 23361739)

Date : _____

From : _____

Office / Dept	Contact Person	Ext. No.
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☐ Collect from outside location / ☐ Delivery to outside location (tick as appropriate)

Work to be Performed by : **Messenger / Courier***

Date of Work to be Performed : _____

Quantity of Item (s) : _____ Approx. Weight** _____

Scope of Work : _____

Address : _____

Contact Person : _____ Telephone No. : _____

Location of Dept/Off (for pick up order) : _____

Rec'd by Dept / Office
(for pick up order)

Head of Dept. / Office
Authorised Signature

*Delete as appropriate.

** Each parcel for delivery should be tightly packed and should not exceed **13Kg/28.5LB** and size not larger than **9" x 10" x 12"**

Note : Each parcel or document pick up through 'Local Courier Post' should not exceed **5Kg** and dimensions no more than 35.8cmx250cm and thickness not exceeding 5cm.