**Collection or Delivery of Items from Campus**

*Please allow 5 working days for your request to be processed. Your patience is appreciated.*

**Part 1: Your details**

Name:

Email address:

Contact number of user:

Item to be shipped:

Asset tag: *If known*

Campus:

Building:

**Part 2: Collection**

Do you wish to come to campus to collect your item? Yes/No

* If Yes, you will be contacted to make arrangements for collection. Please wash/sanitise your hands before and after collection. **Please complete Part 4.**
* If No, please complete the details below in order for your item to be delivered to you. **Please complete Part 3 and Part 4.**

**Part 3: Delivery**

Floor:  
Room:  
Desk number:  
Access to room or area (swipe/digital code lock/key/open plan/other):  
Any other information that will help in identifying the asset quickly (e.g. landmarks, items on/nearby the desk):

Shipping address:

Cost code to charge:

Delivery type (next day, standard, etc.):

*You will be contacted in case of any queries and advised when your item has been sent.*

**Part 4: Authorisation**

Please send this form, with your departmental authorisation email, to [college-equipment-despatch@imperial.ac.uk](mailto:college-equipment-despatch@imperial.ac.uk)*.*