



International Shipping Form

This form is required for all international shipments.

Exporter name and address		Ultimate consignee name, address, phone number, and email address		"Sold to" name and address (if different than consignee)	
		Relationship to exporter			
Conditions of sale and terms of payment		Reason for export (gift, research*, educational, repair, return, etc.)		Date of shipment	
				Date shipment required at destination	
Party responsible for duties/taxes		Total number of packages			
*Exports of materials and/or information not already in the public domain (such as brochures and scholarly publications), will be reviewed for export control and trade sanctions compliance in alliance with MSU's Office of Export Controls.					
Dangerous goods/hazardous materials (must be declared – 48 hours advanced notice required for expedited service)					
Line Number	Detailed Product Description	Country of Manufacture	Quantity	Unit Price	Total Price
Please note: By signing this form you are stating that all information is accurate and true. Providing false information about shipments is a federal crime punishable by fines and/or imprisonment.					
Authorized signature			Date		
Name			Department		
Phone Number			MSU account number		

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