



# Return Shipping Notification

User Office Form 2

Before you ship goods that you plan to have returned, submit this form to the User Office ([useroffice@xfel.eu](mailto:useroffice@xfel.eu)). For more details, see the website ([www.xfel.eu](http://www.xfel.eu)).

USER OFFICE ONLY

Date received \_\_\_\_\_ Doc. no. \_\_\_\_\_

User	Recipient
XFEL.EU proposal number	Sender institution
_____	_____
User responsible for shipment	Full address of sender
_____	_____
User email	
_____	
User phone (including country code)	
_____	
Local contact	
_____	

Shipping			
Shipping company name			
_____			
Customer account number	Value (€)	No. of items	Pickup date
_____	_____	_____	_____
Help needed with transporting goods <i>on campus</i> ? Describe what you need.			
_____			
_____			
_____			
_____			
_____			
_____			
_____			