**Central Storeroom / Shipping & Receiving**  
Robertshaw Building  
650 South Thirteenth Street  
Indiana, PA 15705   
Phone: 724-357-3015  
Fax: 724-357-2515

**International Shipment Request**

**The following must be completed and accompany the package to be sent:**

**Recipient Information**

Name:

Address:

City / State / Province:

Country (including international county codes:

Telephone contact:

Brief Description of shipment:

Value of Shipment:

**Sender Information**

Department Name:

Cost Center to be charged for shipment:

Contact Name:

Telephone Number:

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Date Signature of Department Representative