



**Science & Technology**  
Facilities Council

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SCIENCE AND TECHNOLOGY FACILITIES COUNCIL

DESPATCH INSTRUCTION  
UK/EXPORT MOVEMENT  
To Logistics Despatch Bldg R56

CONSIGNEE

TEL NO:

NOTIFY:

**SECTION WITHIN HEAVY LINE FOR LOGISTICS USE**

CONSIGNMENT / EXPORT No	Copies:	
	<b>Logistics File</b>	<b>1</b>
	<b>Packing Note</b>	<b>2</b>
	<b>Demanding Officer</b>	<b>3</b>

**DETAILS OF DESPATCH, FLIGHT No, MAWB**

No & Type of packages	Gross weight Tonnes/Kilo
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DESPATCH ED BY:	CARRIERS REF NO	DATE DESPATCHED
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**COLLECTED BY**

Signature	Vehicle No.
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TEL NO: NOTIFY:

<u>TERMS OF ISSUE (TICK BOX)</u>	RAL CONTRACT REF No	Is any material RADIOACTIVE OR CONTAMINATED? YES/NO If 'Yes' attach Shipping Instructions (N184) Shippers Cert. Ref No
EMBODIMENT LOAN <input type="checkbox"/>		
CONTRACT/REPAIR, LOAN <input type="checkbox"/>		
SALE/ REPAYMENT <input type="checkbox"/>		
RETURN TO ORIGIN AFTER LOAN <input type="checkbox"/>	DISCREPANCY/REJECT REPORT No	Are there any other HAZARDS? YES/NO
PREPAYMENT <input type="checkbox"/>	FIRM'S REF:	If 'Yes' please state
RETURN/FAULTY TO SUPPLIER <input type="checkbox"/>		
MISC (please user remarks box below) <input type="checkbox"/>	IS THIS CONSIGNMENT STFC PROPERTY? YES/NO	
	COUNTRY OF ORIGIN OF GOODS ?	

**Description of goods (details of any returnable containers to be noted)**

Asset/Inventory No. OR Catalogue No	Description (Name manufacturer and include serial numbers)	Quantity	Declared Value

**IMPORTANT:** Unless otherwise requested consignments will be despatched by the most economical means available.

REMARKS	SPECIAL PACKING/TRANSIT REQUIREMENTS
	DELETE ONE: R56 DESPATCH OR FIRM TO COLLECT
	SUGGESTED METHOD OF DESPATCH FOR EXPORT : AIR SEA/ROAD COURIER POST Is carriage chargeable to consignee? YES/NO

**FOR THE ATTENTION OF THE CONSIGNEE:** Goods have been despatched as indicated above.

**DAMAGE, SHORTAGE OR NON-DELIVERY** must be reported to the consignor for the attention of Despatch Dept., R56 and to the carrier as follows: Damage or shortage within 3 days of receipt, non-delivery within 21 days of despatch.

Project & ORG Unit	Loan Application No (if applicable)	Demanding Officer	Group
			Building No. Ext No
			R

<b>TO BE COMPLETED BY FINANCE AND ACCOUNTS</b>	<b>AUTHORISING OFFICER</b>
Certified that appropriate action has been taken and issue is in according with terms of consignment	Signature

Invoice No. and Date	Band	Date
Signature	Date	
Note: Authorising Officer must have appropriate signing powers covering the value of the goods being despatched		