

Regarding sending parcels from SU, Geohuset.

The following questions must the sender
be able to answer:

Complete and correct address to the recipient, including one
contact person at the delivery address, with telephone number
– and if possible also an email address.

Description of the content of the parcel. If more than one of the
same content, then also the correct amount.

Weight and size of the parcel, also if the content is sensitive to
temperature.

Possibly will the sender also write a 'Pro Forma' invoice.

Reference to the sender, i.e. who is paying, possibly also with a project number.

Which type of parcel service is required?

- Traceability
- The price factor (i.e. is the price the 'ruling' factor in the first place when sending)
- The time factor (i.e. is the speed of delivery the 'ruling' factor)