SHIPPING PROCESS – UNIVERSITY OF STRATHCLYDE

1) In the first section put 'UK Mainland' as the country in the 'From' section and your destination Country in the 'To' section. NB. If you want your things to go into storage then this should be set as 'UK Mainland' as well. Select 'Unpacked'

   Simply enter a 1 in all of the following fields: weight, dimensions and item value (we don't need you to provide weights, dimensions or values at this stage).

2) On the next page, enter '**University of Strathclyde**' in the 'From' City and your destination City in the 'To' City section (leave the 'postcode' fields blank). Select 'Yes' in the section 'Is Pickup Required'

3) On the next page, enter your **Building Name** *and* **Room Number** in the 'Description' box – this is all we need.

   Provide any 'Additional Information' if required eg anything that may be important to know about your things

4) It is **ESSENTIAL** to provide your name, email address and contact phone number on the final page. Select 'Other' from the 'How did you hear about us?' menu and choose if you would like our mailings or not, then move to the next section.

5) The 'Service Centre' field should already show '**University of Strathclyde**' but please select this drop-down option if any other location is showing.

   Click submit. We will be in contact shortly to confirm the packing and storage or shipping costs and full details of how to proceed.

If you are having problems or have a question then please contact us on 0141 739 5095 or via universityofstrathclyde@packsend.co.uk.