

Off Campus Shipping Domestic or international courier shipments from (main campus, foothills, downtown or spyhill)

Visit the [SCM service request form](#) under My Work on the portal to access the Off Campus Shipping form. This form is to be used to request a pickup of items on campus and coordination of courier delivery by Distribution Services.

Including but not limited to:

- x Envelope
- x Box
- x Case
- x Crate
- x Pail
- x Bag

Step 1:

Note: Distribution Services recommends the following for the selection of a courier

Sensitive items (lab samples, express documents, perishables) Fed Ex or DHL

Dangerous goods (including dry ice) Fed Ex

Large freight (skids and crates) Canadian Freightways

Equipment repairs UPS

Calgary area (same day) West Direct

Calgary area (next day) UPS

North America (express) Fed Ex or DHL

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