### DHL Chargeback Form

**Service Requested:**
- International Document Service
- Worldwide Priority Express (Package)

**Check One:**
- Commercial □
- Residential (Surcharge May Apply) □

Complete all information in the boxed area

<table>
<thead>
<tr>
<th>Sender: __________________________</th>
<th>Date: __________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bldg./Room: ______________________</td>
<td>Phone: __________________</td>
</tr>
<tr>
<td>Department: ______________________</td>
<td>Acct No. ________________</td>
</tr>
<tr>
<td>Insure For: $_____________</td>
<td>Package Value $___________</td>
</tr>
<tr>
<td>□ Please e-mail sender tracking Number</td>
<td>E-mail address: ____________</td>
</tr>
</tbody>
</table>

**Specific description of package contents:**
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Ship to Address:** (P.O. Boxes REQUIRE a street address)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Ship to Phone No. ______________ E-Mail __________________

**Signature:** ________________________________

1. Each package should be ready for shipping and clearly addressed, including the postal code. Labels should be securely attached to the package.
2. Please deliver package(s) to Mail Services or have ready for pick up with your outgoing mail.