

In order to send by DHL courier, please send an e-mail to: **acquisti@chim.unifi.it** including the following information:

- RECIPIENT's contacts details: full address, phone number (if available) and/or recipient's e-mail address.
  
- A DESCRIPTION of the shipment's CONTENTS:
  
- For shipping with Italy: a general content's description is sufficient.
  
- In the case of shipping abroad, especially to non-UE countries: please provide a full description of the contents.
  
- FUNDS by which the shipping must be paid; if the applicant is not the professor responsible for the funds, please include also the latter as an e-mail's recipient.

As shipping arrangements will be made online, it is not necessary to complete shipping labels by hand.

To enable us to offer an efficient service, please e-mail us before 2.00 pm on the day before that arranged for collection of the package by the courier service.