

Quick overview of the procedure for shipment in Germany via DHL

! First of all, Prof. Boccaccini has to allow the shipment !

If the shipment is very urgent -> see the details in: Shipment via TNT-Fedex inside EU

If not urgent, we can send it by DHL with a tracking number.

There are two alternatives:

1. Here in the Cauerstraße it's very easy:
 - you can bring the package to me in the office with the full address – I put on it **our institute stamp** (as sender). If I am not in the office for longer time, you can do it by yourself (ask about the institute stamp Mr Frank)
 - I add a short note *), that we want to send it with a tracking number (tape this note with Tesa on the package so that it can be easily removed)
 - and give the package to our “Hauspost”
 - 2 days later, I (you) will get an email with the tracking number

2. You give the package to a DHL-store
 - send it with a tracking number
 - pay the postage
 - and get the postage refunded by the form “Feststellung privater Auslagen”
 - > add the receipt

*) That's my note ... and see file „Example”

Bitte mit Sendungsverfolgung versenden

Vielen Dank!

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