

Faculty/School/Inst XXXXXXXX

[DATE]

**Re: Importation of xxxxxxxx name of chemicals xxxxxxxxx for research purposes**

To whom it may concern:

The xxxxxxxxxxxxxxxxxxxxxxxxx (Faculty/Institute/School/Centre) wishes to import xxxxxxxxx. These goods are exempt by Customs and notification to AICIS as they are for research, development and analytical work only on 10Kg or less.

Information relating to this material is listed below.

**1. Identity of product**

Chemical x, y and z

**2. Quantity of product:**

Xxx needs to exactly match the physical product, amounts, including the way it is packaged xxx

**3. Identity of Expeditor/Shipper**

Sender's name

Sender's complete address

Phone (24 hours contact number)

Fax xxxxx

Email xxxxx

**4. Name and address of Destination Institution**

Your Name

Faculty/Institute/School/Centre

Building xxx – Xxxxxxxx Road

The University of Queensland

Brisbane QLD 4072 Australia

Phone: (your 24 hours contact number)

Fax: 617 33xx xxxx

Email (your email)

Regards,

(Signed by you)

Your name / position