

**IMPORT Sheet**

Date: \_\_\_\_\_

1. Charge the GST portion of the HST & warehouse fees to account # \_\_\_\_\_
2. Complete name and full address of the vendor/exporter:

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City/Province/State: \_\_\_\_\_  
Postal Code/Zip Code: \_\_\_\_\_

## 3. Description of Goods

Item #	Description of Goods	Country of Manufacture	# of items	(\$) value per item	Total (\$) amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

4. Are the goods to be used exclusively in research or teaching? Yes      No
5. Provide purchase order number if there is one: P.O. # \_\_\_\_\_
6. Your department: \_\_\_\_\_ Your name: \_\_\_\_\_  
Ext. #: \_\_\_\_\_
7. If the item(s) purchased are for an instrument or machine, what type of instrument or machine is it? \_\_\_\_\_
8. Are the item(s) perishables?      Yes      No
9. If the item(s) purchased is a book(s), please provide title(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_