



Special Request Form for Shipping Course Orders to Home Institutions

1. **Prior to placing your order**, complete this form and return it to education@mbl.edu for approval. Orders will not be placed without this authorization.

Investigator Name:

Course:

Home Institution:

Shipping Address:

Order item(s):

Item/Catalog Number

Vendor

Quantity

Estimated Cost

Reason for shipping to home institution, not MBL and **date needed**:

2. **Upon receipt of order**: Send scanned copy of signed packing slip including date of receipt to courseorders@mbl.edu. Your signature affirms receipt of intact item(s). All items must be shipped or brought to the course at MBL.

I hereby agree to the conditions described on this form and attest to the truthfulness of the rationale for not shipping these items to MBL.

Signature of Investigator

Approved by Director of Education

Date: