



**AIR SHIPMENTS SHOULD BE CONSIGNED IN THE FOLLOWING MANNER:**

Consigned to: Port Director U.S. Customs

For The University of North Carolina at Chapel Hill

Department: \_\_\_\_\_(*Provide department's name*)\_\_\_\_\_

Name of Professor: \_\_\_\_\_(*Provide professor's name*)\_\_\_\_\_

Purchase Order #: \_\_\_\_\_(*Provide purchase order number*)\_\_\_\_\_

c/o Waters Shipping Company  
RDU International Airport  
Raleigh/Durham, NC 27560  
Phone (919) 465-1733  
Richard Rook  
[richard@watersshipping.com](mailto:richard@watersshipping.com)

Provide a copy of the supplier's invoice, showing Department \_\_\_\_\_,  
Professor \_\_\_\_\_, and Purchase Order # \_\_\_\_\_ along  
with the value for the merchandise. All invoices must reflect a dollar value, and  
the invoice should be signed by a responsible person within the supplier's firm.