



**BOOKING FORM**  
(One form per one shipment)

**PLEASE SEND TO THE WORLD COURIER GENEVA AT THE CONTACT ADDRESS BELOW  
AND CC YOUR REGIONAL FOCAL POINT TO ARRANGE PICK-UP**

**!PLEASE FILL IN THIS FORM CAREFULLY!**

<b>Date filled (dd/mm/yyyy):</b> <b>Number of pages of the booking form:</b> <b>From (Institution):</b>  <b>Transmitted by</b> (please click and cross the box(es) you choose): <input type="checkbox"/> Email <input type="checkbox"/> Fax
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**TO:** World Courier Geneva (Switzerland) SA

Email : [opsgva@worldcourier.ch](mailto:opsgva@worldcourier.ch)

Fax : + 41-22-827.30.70

**CC:** World Health Organization **regional laboratory focal point**

If you do not know the name of the regional focal point, please copy the logistics emergency support team:

- Christian Fuster ([fusterc@who.int](mailto:fusterc@who.int)), José Rovira ([roviraj@who.int](mailto:roviraj@who.int)) and [WHElab@who.int](mailto:WHElab@who.int).

<b>Requested Date of Pick-up (dd/mm/yyyy):</b>
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**PERSONS TO BE CONTACTED FOR THE PICK-UP:**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Please indicate an alternate contact person in case the primary contact cannot be reached:**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**PLACE OF PICK-UP**

Laboratory name:

Street :

Dept :

City / Zip Code :

Country :

Name :

Phone :

**PLACE OF DELIVERY**

**please circle destination:**

Atlanta / Bangkok / Berlin / Dakar /

Hong Kong / Johannesburg / Koltsovo /

London / Melbourne / Nagasaki /

Nonthaburi / Paris / Phnom Penh / Pune /

Rio de Janeiro / Rome / Rotterdam /

Singapore

## **DETAILS OF SHIPMENT:**

WHO ACCOUNT: #100098      PROTOCOL: WHO/SFP/2

Please click and cross the box(es) you choose: <sup>1</sup>

- BIOLOGICAL SUBSTANCE, CATEGORY B, (UN 3373)** <sup>2</sup>
- INFECTIOUS SUBSTANCES AFFECTING HUMANS, CATEGORY A, (UN 2814)** <sup>3</sup>
- EXEMPT**

**Temperature conditions required:** <sup>4</sup>

- ICEPACKS (2-8°C)**
- DRY ICE**
- OTHER (please specify):** \_\_\_\_\_

NUMBER OF VIALS AND MLS: \_\_\_\_\_

NUMBER OF INNER PACKAGING AND SIZE (IF AVAILABLE): \_\_\_\_\_

**NOTE: LOCAL WORLD COURIER OFFICE OR ITS AGENT WILL PROVIDE DRY ICE (if required), ADEQUATE PACKAGING MATERIALS AND PAPERWORK (House Air Waybill, DG forms) FOR YOUR SHIPMENT.**

<sup>1</sup> If you are not sure which box to tick, please contact José Rovira ([roviraj@who.int](mailto:roviraj@who.int)) or Christian Fuster ([fusterc@who.int](mailto:fusterc@who.int)) BEFORE you send the form.

<sup>2</sup> This box should be ticked when you are shipping **COVID-19 clinical** samples from suspected or confirmed cases unless the countries of origin, transit or destination have issued national recommendations defining otherwise the shipment category.

<sup>3</sup> This box should be ticked ONLY when you are shipping **COVID-19 virus isolates/cultures**, and can only be used with explicit approval of WHO focal points (Christian Fuster ([fusterc@who.int](mailto:fusterc@who.int)), José Rovira ([roviraj@who.int](mailto:roviraj@who.int)) and [WHElab@who.int](mailto:WHElab@who.int)).

<sup>4</sup> If unsure please refer to the 'Guidance for laboratories shipping specimens to WHO reference laboratories that provide confirmatory testing for COVID-19 virus', [https://apps.who.int/iris/bitstream/handle/10665/331639/WHO-2019-nCoV-laboratory\\_shipment-2020.3-eng.pdf](https://apps.who.int/iris/bitstream/handle/10665/331639/WHO-2019-nCoV-laboratory_shipment-2020.3-eng.pdf)