

**Northwestern University in Qatar**  
**Employee Household Relocation Data Form**

Name(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Weight Allowance (to be filled in by Qatar Support Office): \_\_\_\_\_

Date of relocation travel: \_\_\_\_\_

Address/location where you would like items to be packed and shipped:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone number(s):      Cell: \_\_\_\_\_      Best time of day to call: \_\_\_\_\_

Home: \_\_\_\_\_

Office: \_\_\_\_\_

General description of items to be shipped\*:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*All items are insured by Paramount Systems for a standard \$.60 per lb. For high-value items such as electronics, however, standard coverage may insure only a fraction of an item's full replacement value. In order to ensure full replacement coverage for your shipment, an insurance premium of \$2.50 for every \$100 of declared value applies.

Do you need and are you willing to purchase insurance beyond the standard \$.60 per lb?

Yes\_\_\_ No\_\_\_

What is the total dollar value of your shipment (an estimate will suffice)? \$ \_\_\_\_\_

Note: Shipping charges will be processed and billed to Northwestern University in Qatar. Insurance coverage beyond the standard \$.60 per lb, and charges for poundage in excess of your pre-determined weight limit, must be settled with Paramount Systems directly by the employee.

Please complete and return this form to the Qatar Support Office:

Phone: (847) 467-0900

Fax: (847) 467-2190

Email: g-upson@northwestern.edu