



Tariff number of content is needed to send REK letters and parcels outside the EU

Contact the customs office on phone 077-15205 20

To send traceable shipments outside the EU, the recipient's EORI number / VAT number must always be provided.

Form to send PACKAGE, REK, EXPRESS

Read, fill out and cross the alternative directly on the form.

Print out and fasten to the package with a piece of tape. **The form must be filled in digitally.**

Max 2 kg	Over 2 kg	Max weight
☐ REGISTERED letter	☐ DPD-package, Sweden and other countries within EU	25 kg
☐ REGISTERED letter/Out EU Valuation is required	☐ DPD-package outside EU, companies (International Parcel/UK Brexit) Link to proforma invoice	
EXPRESS, Swedish Phone number is required	☐ MyPack Collect, Sweden, Nordic Countries and the rest of the world, to box addresses and private persons	
Delivery times: Link to Postnord Tariff code from the customs office:	☐ Postpaket, rest of the world, private persons International Parcel	20 kg
	☐ PallEtt, domestic	1000 kg
	☐ PallEtt, within EU	500 kg

Recipient,s phone number is required for all services except Registered letter

Always attach Proforma Invoice when sending packages to countries outside EU.

[Link to proforma invoice](#)

Sender	
School/Institution/department	Date
Name	Telephone

Recipient	
Company	
Reference	Telephone
Street address	
Postal code	City
Country	Valuation
Contents	
For questions contact: KTH-POST, Drottning Kristinas Väg 46, Tel: 790 88 11, kthposten@kth.se	