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Responsibility:	Manager, Procurement Services
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Occasionally departments will have a shipment which may contain something of real monetary value, rather than just documentation.

Shipments sent via are automatically insured to a value of \$2.00/lb (4.41/kg) computed on the total weight of the shipment or the declared value of the goods to a maximum of \$5,000.

Shipments sent via the Envelope and Pak are automatically insured to a declared value of \$100.00 or the real value of the goods, whichever is lower.

In all cases, additional insurance is available at a charge. Accordingly, where shipments exceed the insurable values, please read any references to liability limitations on the waybill to determine:

- where to show a declared value on the face of the waybill
- the effect, if any, a declared value may have on the cost of courier service

Please consult with staff in Postal / Procurement Services for further clarification.