

Instructions for filling the VALUED PACKING LIST form

Before your shipment is delivered to a warehouse (freight is picked up at your door) we must receive the completed VALUED PACKING LIST from you. Please use the online form or print it and fax to 703-433-0281. Without a PACKING LIST your freight will not be accepted for shipment.

VALUED PACKING LIST is the primary document which specifies what you are shipping, how it is marked, packaged, and the value.

For shipping personal effects, not for sale or resale, with no commercial value, it is not necessary to fill out a COMMERCIAL INVOICE along with a VALUED PACKING LIST. However, same as a COMMERCIAL INVOICE, this is the document the government will use to assess duty on an imported commodity. It is most important that the information contained on the invoice be as correct as possible. If it is wrong, it could cost you extra money in duties or delay the delivery of the shipment.

The VALUED PACKING LIST FORM includes all fields of necessary information. However, some destination countries require a more comprehensive itemized list of items shipped. So, you may want to check with a destination country custom broker or the local consulate if you have any concern of this matter. We do not take any responsibilities for inaccurate VALUED PACKING LIST filled out by you. We do not ship stuffed animals, live animals, perishable products or hazardous materials of any kind unless specifically agreed to by our office and in writing.

If you want to purchase insurance coverage and or declare a value of the goods for custom purposes, you must present a value.

All fields with the red asterisk (*) are required and must be filled.

BOOKING#* - Insert the BOOKING NUMBER from your DOCK RECEIPT or our file with shipping instructions.

REF#* - Insert the REFERENCE NUMBER from your DOCK RECEIPT or our file with shipping instructions.

EXPORTER - The person shipping the freight.

NAME* - Name of the person shipping the freight.

COMPANY (optional) - Name of the company shipping the freight.

STREET ADDRESS* - Complete street address of origin.

CITY*, **STATE** (if needed), **ZIP** (if needed) - Complete town/city information of origin.

COUNTRY* - Country of origin.

PHONE*/FAX - Contact phone/fax of exporter.

E-mail* - Insert primary exporter e-mail address. PLEASE NOTE, an incorrect e-mail will not allow you to get the form. Your shipment will not be processed until we are received complete shipping docs from you.

CONSIGNEE - The person receiving the freight.

NAME* - Name of the person receiving the freight.

COMPANY (optional) - Name of the company receiving the freight.

STREET ADDRESS* - Complete street address of destination.

CITY*, **STATE** (if needed), **ZIP** (if needed) - Complete town/city information of destination.

COUNTRY* - Country of destination.

PHONE*/FAX - Contact phone/fax of consignee.

E-mail - Insert primary consignee e-mail address. Highly recommended. PLEASE NOTE, default or incorrect consignee e-mail would not allow us properly manage your freight at a destination.

SPECIAL INSTRUCTIONS (optional) - Special instructions if any. The field may be filled by iQ GL stuff.

SHIP DATE* - In the month/day/year format. Must reflect the date you will deliver your shipment to a ship warehouse (freight will be picked up at your door). We use the date to monitor your shipment.

COUNTRY OF MFG (optional) - Country of manufacture. If you will supply a CERTIFICATE OF ORIGIN for your goods.

TYPE OF MOVE* - Select only one. Ocean, Air or Truck (Inland trucking. For U.S. & Canada domestic shipments).

ORIGIN PICKUP/DELIVERY TO* - Select only one. Warehouse (you deliver your freight to an origin warehouse by yourself), Door (you ordered a door pickup) or Sea/Air port (you deliver your freight to an origin Sea or Airport by yourself directly).

DESTINATION PICKUP/DELIVERY TO* - Select only one. Warehouse (you pick up your freight at a destination warehouse), Door (you ordered a door delivery) or Sea/Air port (you pickup your freight at a destination Sea or Airport by yourself directly).

DUTIES AND TAXES PAID BY (optional) - Select only one. Specify who will pay destination duties and taxes if any.

SELECT ONE IF SEAFREIGHT (optional) - If freight ships on prepay basis, select Express.

PORT OF DISCHARGE (optional) - Insert if it shown on your DOCK RECEIPT. Otherwise, leave it empty.

UNIT# - Will be calculated for you automatically.

UNIT TYPE* - Packaging type: box, crate, carton etc.

Description of packages and goods* - The information contained in the fields should be as correct as possible. However, use common descriptions. (Example: 1 of 5 box - Used tableware & used clothing; 2 of 5 box - Used disassembled furniture etc)

HARMONIZED CODE (optional) - Recommended if you familiar with destination country custom laws. Otherwise, we will fill the fields out for you, with codes that correspond with your good's description. So, you may want to check with a destination country custom broker if you have any concern of this matter. We do not take any responsibilities for in accurate HARMONIZED CODE filled upon your description of goods.

WEIGHT (approx.) - According U.S. Export Custom regulation: ALL commercial shipments and Household Goods or Personal Propriety of total value above \$2500 must be declared to the U.S. Census Bureau by filing in AES at <http://www.aesdirect.gov/>. (Consigner may fill out SED independently or we can do that based on commodity description provided in Packing Lists or Commercial Invoices for \$50 and limited by up to 5 Harmonized Tariff#. \$10 per Harmonized Tariff# thereafter. Consignee must indicate the request for SED filing in a booking request or in separate e-mail prior 72 hours to ETD.). **IN PURPOSE TO FILE A SED (SHIPPER EXPORT DECLARATION) CONSIGNER MUST DESIGNATE A WEIGHT OF HIS SHIPMENT.**

VALUE* - Declared value of units in \$. Must be numeral.

TOTAL QTY and **TOTAL VALUE** - Will be calculated for you automatically.

AUTHORIZATION:

Country* - Insert a country of destination.

Signature* - If you're filling out the authorization online, you must fill out the check box. That means that you are legally responsible for the commodity.