

## SAMPLE SHIPMENT – Checklist

In order to avoid a delayed arrival of your shipment it is important to have

### **a detailed goods description**

This will lead to less difficulties in passing the customs.

Please specify the following details in your description:

- Number and type of packages
- Exact goods description and quantity
- Value of the goods (not for invoicing, for customs purposes only)
- Country of manufacturer
- How the goods are packed
- If items are classified as Dangerous Goods
- if yes, please provide the quantity of dangerous goods and UN number

In order to avoid a delayed arrival of your shipment we kindly ask you to send us a **copy of the proforma invoice via PDF** before sending the shipment, so we can check and give feedback.

**After shipping, please provide us with the tracking number/courier company.** This enables us to take measures as soon as possible, for example when a shipment is stuck in the process of customs clearance.