

INTERNATIONAL SHIPMENT

CALL VERIFICATION CHECKLIST

Due to regular changes in international shipping rules, pricing, policy, procedures, documentation requirements and individual country status, it is important to call the Carriers' International Shipping Department to verify all shipments.

Prior to calling, have all required documents and package details (size, weight, contents, destination, customs forms, etc.) prepared.



DHL International information:
1-888-826-5636



FedEx International information:
1-800-247-4747



UPS International information:
1-800-782-7892

Complete the following information on all shipments:

Call center operator name: _____ Company ID # _____

Call Center location: _____

Date: _____ Time: _____

Check each box as the operator answers the question

- Does (carrier) deliver to this destination? YES _____ NO _____
- Is the weight of this package acceptable at no additional charge? YES _____ NO _____
- Are the dimensions of this package acceptable at no additional charge? YES _____ NO _____
- Are the contents acceptable for this destination? YES _____ NO _____
- Does this shipment require a commercial invoice? YES _____ NO _____
- When is this shipment scheduled to be delivered? _____
- Based upon my (carrier) account pricing, what are the transportation charges for this shipment?

- Are there any special requirements or restrictions in shipping to this country?

NOTES: _____

Attach this completed form to the store copy of the shipping documents.