

Shipping Checklist

By Campbell Rodriguez

- ☐ Preparing Shipment
 - ☐ Check if you ship what you want where you want.
 - ☐ Check Required Forms.
 - ☐ List each commodity that you are shipping and provide a detailed description of each.
 - ☐ Include the declared value, along with your description of the content.
 - ☐ Check contact information - write details clearly on the boxes by using block letters.
 - ☐ Package your shipment securely.
 - ☐ Purchase insurance for high value items.
 - ☐ Decide on the shipping method.
 - ☐ Research the payment methods.
 - ☐ Make a booking of a shipment service.
- ☐ Sending Shipment
 - ☐ Your shipment will be cleared through the Customs office.
 - ☐ Provide a photocopy of your passport.
 - ☐ Provide a detailed list of the items in your shipment.
 - ☐ Provide a detailed list with the value of your items.
 - ☐ Check for proper labeling of your boxes and bags.
 - ☐ Match the shipping documents against the shipping labels to ensure correct shipping information.
- ☐ Destination
 - ☐ Contact the airline cargo office or shipping line agent which has received your shipment.
 - ☐ Pay any customs or clearance fees that are required.
 - ☐ Go the customs office and show your passport and your copy of your airwaybill.
 - ☐ Pick up your shipment from the airline cargo office or from the nominated depot.