

# 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.