Shipping Checklist

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# Tasks:

☐ **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.**