

XS Baggage

Shippers Letter of Instruction / Booking Form



Sender: _____
 Street Address: _____
 Suburb: _____ City: _____
 Country: _____ Post Code: _____
 Phone: (_____) _____
 Mobile: (_____) _____
 Email: _____

Receiver: _____
 Street Address: _____
 Suburb: _____ City: _____
 Country: _____ Post Code: _____
 Phone: (_____) _____
 Mobile: (_____) _____
 Email: _____

Date required at destination Airport or Port: _____
 Preferred destination Airport or Port: _____

Airfreight Service to Provide:

- Door to Door Depot to Door
 Door to Airport Depot to Airport

Seafreight Service to Provide:

- Door to Seaport Depot to Seaport

Insurance if required is \$80 minimum or 4% of insured value nominated, whichever is higher:

- Yes Value for insurance: \$ _____

XS Baggage requires an itemised packing list with replacement values for all items. There is a \$500 excess applicable to all policies.

- No

All shipments must be prepaid – Cash, credit cards and direct debt are all accepted

Please debit my Credit Card

- Visa MasterCard American Express

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Cardholder's name: _____ Expiry Date: _____

Cardholder's signature: _____ Date: _____

Optional extras for your piece of mind:

- Shrink Wrapping ... \$10/item Yes _____ No _____
- Fragile stickers ... \$2/each How many: _____

Declared value for customs: \$ NZD _____

Conditions of acceptance:

- I understand it is my responsibility to declare any flammable or hazardous material and to supply information where applicable.
- I have packed all my goods carefully to withstand international transportation.
- I understand my items can be opened and inspected for international security purposes.
- I authorise my goods to be shipped as per the standard terms and conditions of the operator of XS Baggage.
- I understand that I am responsible for all airport and seaport only shipments, where there are Customs and Airport charges payable to the destination handling agent.
- All air and sea shipments travel subject to space available and are subject to delays in transit, due to operational requirements.

Shipper's Signature: _____

Date: _____

Checklist

- All my goods are packed adequately for international transportation
- All bags and boxes have been clearly labelled
- Paperwork has been signed (above)
- Copy of ID page of your Passport sent to XS Baggage
- Dangerous Goods Declaration has been completed and signed
- All paperwork has been faxed or emailed to XS Baggage