Shippers Letter of Instruction

Shipper's Name: _____

Street Address: _____

Suburb: _____ City: _____

Country: _____

Contact: _____ Phone: (____) _____

Email: _____

Receiver's name: _____

Street Address: _____

Suburb: _____ City: _____

Country: _____

Contact: _____ Phone: (____) _____

Email: _____ _____

Date goods required at destination airport or port: _____

Preferred int'l dest. airport /port: _____

Service Provided: ☐Door to door ☐Door to airport ☐Door to seaport
☐Depot to airport ☐Depot to seaport

Insurance required? Greater of $40 or 2% of insured value nominated.XS Baggage requires itemized packing list with replacement values for all items if insurance is required.

☐ Yes Value for insurance : $ _____
(Excesses are applicable to all policies.)
☐ No

Shipment processed by XS Baggage

Accepting agent signature: _____ Date: _____

Shipments must be prepaid in full according to the payment terms and conditions on our website. Please contact us with any questions.

☐ VISA ☐ MasterCard ☐ AMERICAN EXPRESS ☐ DISCOVER NETWORK

Cardholder's name: _____ Expiry date: _____

Cardholder's signature:_____ Date: _____

CVV/CSC: _____

Is this a corporate, business or government credit card? Circle one: Yes No

Please fill out the following if different from the shipper's information above:

Credit Card Holder's Name: _____

Street Address: _____

City: _____ Country: _____

Postal Code or Zip Code: _____

Packing List

Item **1** _____

_____

Length: Width: Height: Weight:

Item **2** _____

_____

Length: Width: Height: Weight:

Item **3** _____

_____

Length: Width: Height: Weight:

Item **4** _____

_____

Length: Width: Height: Weight:

Item **5** _____

_____

Length: Width: Height: Weight:

Item **6** _____

_____

Length: Width: Height: Weight:

Declared value for customs: $ _____

Conditions of acceptance:

- I understand it is my responsibility to declare any flammable or hazardous material and to supply information where applicable.
- I am required to supply a 'dangerous goods declaration' if such materials are in my shipment.
- I understand my items can be opened and inspected for international security purposes.
- I authorize my goods to be shipped per the standard terms and conditions of the operator of XS Baggage.
- I understand that it is my responsibility for all airport and seaport only shipments, where there are customs and airport charges payable to the destination.
- Invoices greater than USD 700 will incur the credit card surcharge of 2.5% and credit cards without a United States billing address will incur an additional cross-border credit card transaction fee of 1%. Please note that these additional fees are in addition to any other applicable fees as put forth on our website or expressly conveyed through our quotes. These additional fees cover our costs associated with processing payments using these types of credit cards only.*Please see our website for our complete payment terms and conditions as well as alternate methods of payment, and feel free to contact us to discuss these terms with any concerns or questions you may have.
- All air shipments travel subject to space available and are subject to delays in transit due to airline operational requirements.

By signing here below I declare that I have read, understood, and fully agree with the shipping and payment terms and conditions as set forth here and on the web site http://www.xsbaggage.com.

Shipper's signature: _____

Date: _____