

5430 West Rosecrans Avenue, Ste. AIT Hawthorne, CA 90250 USA

Tel.: 310-725-2800 Fax: 310-725-2877 WWW.AMER-INTL-TRANS.COM

To take advantage of the best service that FedEx can offer you must ensure that:

- 1. The Shipper/Your vendor writes the International customs number, on the commercial invoice, for each separate article that you import. If this is not done, then you will pay US customs duty according to FedEx's best guess of the correct customs number. If the number FedEx chooses corresponds to a duty amount is incorrect and exaggerated, you will be responsible to pay it.
- 2. The commercial invoice MUST have a description, of each separate article, <u>in English</u>; per US customs regulations. If there is no description in English, FedEx may choose an incorrect customs number. We will invoice you for the customs duty, according to the FedEx bill.
- 3. The Shipper writes your EIN number on the commercial invoice, i.e. EIN: 95-12345678. If FedEx does not have your EIN on the invoice and not in their database, then they will not deliver your shipment until they receive it, causing unnecessary delays.

Please see the example below.....

# **FACTURE**

XYZ, S.A. Paris, France Tel: 01/22.55.66.44

Fax: 01/88.66.44.77

FACTURE 4002 DESTINATAIRE

		EX-WORKS	
	YOUR COMPANY YOUR ADDRESS	Date	10/10/2003
City	INDUSTRY CA ZIP 91746		
Phone	<b>626-565-8787</b> Attention: YOUR NAME		
EIN	95-12345678		
Qty	Description	Prix Unitaire.	Total
	Description of the goods.		
4	CHEMISES bleus	15.00	60.00
	100% coton		
	Mens shirts, 100% cotton		
	Customs no.: 6109.90.10		
4	Pantalons gris	15.00	60.00
	100% laine		
	100% Wool , Mens trousers		
	Customs no.: 6203.41.05		
4	Cravates	15.00	60.00
	100% soie laides		
	100 % Silk Neckties		
	Customs no.: 6215.10.00		
	Total : Euros		180.00



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#### **Required Documentation for Fed Ex Shipments**

### 1. Textiles on Rolls

- Country of Origin document
- Fabric Detail Sheet
- Importer's EIN

### 2. Garments

- Country of Origin document
- Garment details document
- Importer's EIN

### 3. Footwear

- Interim Footwear Invoice
- Importer's EIN



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## **Important Notes about Fed Ex Service**

#### 1. <u>Insurance</u>

Please request that your suppliers apply insurance to all your Fed Ex shipments. The additional charge is only (Invoice Value x \$ 0.005), Minimum: \$ 15.00. One customer did not request insurance and received damaged goods. The loss was for more than \$ 1,000.

If you receive damaged goods, please follow the steps in the INSURANCE section of the AIT blue binder. You will need to fax a formal claim to Fed Ex within 14 days of delivery.

#### 2. Required Documentation

Fed Ex frequently contacts us to obtain information and/or documentation that they need to clear your shipments through US customs. Your vendor is required to send ALL the documents needed for US customs clearance, but frequently they do not. Please refer to the *Additional Fed Ex Shipping Instructions* sheet in order to avoid delays. We have also updated the Fed Ex Routing Order to include space for your EIN..

#### 3. Our Role

We at American International Transport are happy to help you save money on your small and large import shipments. We offer you our discounted rates to save you money. We can not, though, be held responsible for delays or damage caused by your supplier or Fed Ex. But, we can help you avoid these problems and are working actively to do so.

**Please Remember**: We can not accept a refusal to pay for Fed Ex charges due to delays or damage caused by a supplier or by Fed Ex.

10-May-2005