

Today Date: _____



C.S. Rep.: _____

Extension No.: _____

ASI No.: _____

Factory No.: _____

Company name: _____

Dear customer:

Your shipment for PO# _____ will be scheduled to be ship on _____.
Please help us expedite the order by providing the following information:

1. Shipping Address: (Please print)

_____ Attn: _____

_____ Tel: _____

2. Shipping Method: (Select one option only)

- UPS International- Express Expedited Standard (Canada shipment only) Ground (PR only)
- Fed-Ex International- Priority Economy Ground (Canada shipment only)
- Other _____ ***Not all services and options are available to all destinations.***

3. Shipping Charge Option: (Please select one option)

("Freight Collect" billing option cannot be used on destination addresses with hotels or convention centers. The third party must be located in the United States and have a valid account number.)

- Prepaid & bill ***Please add overseas shipment US\$20.00 (net) each location***
- Bill receiver / consignee Acct. no.: _____ Ref. #Acct. name: _____
- Bill 3rd party Acct. no.: _____ Ref. _____ Acct.name. _____ Address: _____

4. Duties & Taxes: (For international shipment only)

Please note that you or your customer will be responsible for paying duties & taxes related to the shipment even if these charges are billed to sweda. Please note we do not estimate cost for duties & taxes.

- Prepaid & bill (invoice will be billed on a later date, and we cannot estimate Customs charges)
- Bill receiver / consignee Acct. no.: _____ Acct. name: _____
- Bill 3rd party Acct. no. _____ Ref. Acct. name: _____

5. Declared Value: (Very important) US\$ _____ unit.

Note: Please be advised that whenever payment is refused by the receiver or 3rd party, all charges will be re-billed back to your account.

X _____ Date: _____ / _____ / _____

(Please sign and fax back ASAP)