



# Shipper's Letter of Instruction

Shipper - Person or Company Tendering Freight					
Name:		Account:		Phone:	
Complete Address:					
Email:			Airport of Departure:		
Consignee - Person or Company Receiving Freight					
Name:		Account:		Phone:	
Complete Address:					
Email:			Airport of Arrival:		
Freight Service - The Shipment(s) will be transported/billed based on the "Freight Service" selected below.					
<input type="checkbox"/> Express Air Service (EXP)	<input type="checkbox"/> Regular Air Service (GEN)	<input type="checkbox"/> Small Package Service (SPS)			
<input type="checkbox"/> Bonded Trucking	<input type="checkbox"/> Rush Expedited (PRI)/MIA Only	<input type="checkbox"/> To Door Delivery			
	<input type="checkbox"/> Ocean Freight Service				
<p>To- Door Deliveries: The shipper is required to provide all permits/licenses/visa's, a commercial invoice with actual values and shippers Tax I.D. Number at the time of tendering the shipment to Amerijet, prior to export. Amerijet is not responsible for transportation, customs or delivery delays and/or any additional charges due to incomplete, incorrect or missing documentation or if the shipment is not in proper condition for transportation according to the applicable regulations. Refer to <a href="http://www.amerijet.com">www.amerijet.com</a> for country restrictions.</p>					
Payment Information - How are you paying for the freight charges? (Please check one only)					
<input type="checkbox"/> Freight Collect	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Freight Prepaid			
	<input type="checkbox"/> On Account ACC #	<input style="width: 150px;" type="text"/>			
Would you like to insure this shipment ?		<input type="checkbox"/> Yes, If Yes, Amount: \$	<input style="width: 80px;" type="text"/>	<input type="checkbox"/> No, If denied, initial here:	<input style="width: 80px;" type="text"/>
Declared value for customs:		<input style="width: 250px;" type="text"/>			
Do you have a Quote Number, Air Waybill Number or Ocean Booking Number?					
<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Please list your number:		<input style="width: 250px;" type="text"/>			
Are you consolidating this shipment with other freight you have already at Amerijet (this location)?					
<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Description of the freight					
Quantity	Brief Description	Measurement in cm			Weight ___lb ___kg
		Length		Width	
<b>Total</b>					
* If more space for Dimensions is needed, please use the back of the paper.					
Refrigeration Required?	<input type="checkbox"/> Yes			<input type="checkbox"/> No	
Do you have a commercial Invoice?	<input type="checkbox"/> Yes			<input type="checkbox"/> No	
Is the freight Hazardous Material? (Example - Paint, Hair Spray, Nail Polish)	<input type="checkbox"/> Yes			<input type="checkbox"/> No	
Does this shipment contain Pharmaceuticals?	<input type="checkbox"/> Yes			<input type="checkbox"/> No	
<b>By signing this form I/we hereby consent to screening this shipment as per Transportation Security Administration (TSA) requirements.</b>					
Special Instructions:					
PLEASE FILL OUT THIS FORM COMPLETELY!					
<small>Rule 110(H): Shipments, the contents of which are liable to deteriorate or perish due to change in the climate, temperature, altitude or other ordinary exposure, or because of length of time in transit, will be accepted without responsibility on the part of carrier for loss or damage due to such deterioration or perishability.  <b>I/we are hereby certifying that this shipment does not contain Samsung Galaxy Note 7 cellphone. Amerijet is not liable for any losses, damages, or seizures of these devices. The shipper will be responsible for any damages and/or liabilities arising from the failure to declare the full content of the shipment(s).</b></small>					
Signature Required		Print Name		Date	

**Restricted/Perhibited Items/Commodity for To-Door Delivery Services to MEXICO ONLY**

**IMPORT RESTRICTIONS FOR MEXICO**

- For goods whose value exceeds 300 USD (approx € 255), a commercial invoice is mandatory
- All invoices accompanying non-document shipments must be signed in BLUE ink and must mention the RFC number (Registry Federal Certificate) issued by the Mexican tax authorities as well as the consignee's VAT number.
- Shipments with a declared value of 1,000 USD (approx. € 850) or more, may require a Certificate of Origin which must be signed and stamped by authorized agency in the country of origin, also, the consignee must be registered as an approved importer with the Mexican tax authority (Registro en Padrón de Importadores de México)
- For shipments with a declared value of 5,000 USD (approx. € 3830) or more, Customs Agent is mandatory and the consignee has to be an approved importer. Consignee could use Estafeta Customs Agent or use another Customs Agent.
- Dust, granulated, gas or liquid products needs Customs Agent (is mandatory) and the consignee has to be an approved importer. Consignee could use Estafeta Customs Agent or use another Customs Agent.
- The procedure for obtain Mexico Ministry of Health authorizations may delay 60 days. Only consignee or last receiver can do the procedure.

PRODUCTS	Restrictions	Comments
ALCOHOL (MEDICAL PURPOSE)	Mexico Mexico Ministry of Health authorization is mandatory	Not recommended
ALL PLASTIC DOLLS 30 CMS. HEIGHT (BARBIE, MAX STEEL, BRATZ, MONSTER HIGH, ETC.)	Mexico Ministry of Health authorization is mandatory. If the origin is China, expects quotations of 50%	Not recommended
CHEMICALS (EVEN SAMPLES)	Register of authorized importer is mandatory (Padrón de Importadores). Analysis of laboratory can be expected	Not recommended
COLORING, PAINTINGS AND DYES (EVEN SAMPLES)	Register of authorized importer is mandatory (Padrón de Importadores). Analysis of laboratory can be expected	Not recommended
CONTACT LENSES	Mexico Ministry of Health authorization is mandatory	Not recommended
CONTRACEPTIVES SYSTEMS (EVEN SAMPLES)	Mexico Ministry of Health authorization is mandatory	Not recommended
DEAFNESS DEVICES	Mexico Ministry of Health authorization is mandatory	Not recommended
DRINKS INDUSTRIALIZED (WITHOUT ALCOHOL)	Mexico Ministry of Health authorization is mandatory	Not recommended
EQUIPMENT AND DEVICES FOR THERAPEUTIC OR EROTIC MESSAGES, BREATHING, DENTISTRY, OPHTHALMOLOGY AND ORTHOPEDICS	Mexico Ministry of Health authorization is mandatory	Not recommended
FOOD SUPPLEMENTS AND VITAMINS	Mexico Ministry of Health authorization is mandatory. Register of authorized importer is mandatory (Padrón de Importadores). Analysis of laboratory can be expected	Not recommended
GRANULATED OR DUST PRODUCTS (EVEN SAMPLES)	Register of authorized importer is mandatory (Padrón de Importadores). Analysis of laboratory can be expected	Not recommended
LIQUID MARKERS	Mexico Ministry of Health authorization is mandatory	Not recommended
MEDICAL DEVICES	Medical devices not recommended	Not recommended
MEDICAL EQUIPMENT OR TESTERS (FOR BLOOD PRESSURE, SUGAR LEVELS, ETC.) AND FIRST AID KITS	Mexico Ministry of Health authorization is mandatory	Not recommended
MEDICAL SPARE PARTS	Mexico Ministry of Health authorization is mandatory	Not recommended
MEDICINES / PHARMACEUTICAL PRODUCTS (EVEN SAMPLES)	Mexico Ministry of Health authorization is mandatory. Register of authorized importer is mandatory (Padrón de Importadores). Analysis of laboratory can be expected	Not recommended
MONEY AND CASH	Advise before the shipment is mandatory. Ask for Mexican customs form before shipment	Not recommended
NON-PERISHABLE FOODSTUFFS	The consignee must be in possession of Mexico Ministry of Health authorization is mandatory	Not recommended
OLIVE OIL	The consignee must be in possession of Mexico Ministry of Health authorization is mandatory	Not recommended
PARAFFIN AND WAX IN BULK (EVEN SAMPLES)	Register of authorized importer is mandatory (Padrón de Importadores). Analysis of laboratory can be expected	Not recommended
PERSONAL EFFECTS / USED CLOTHES AND SHOES	ONLY as non accompanied baggage. Airline tickets, copy of passport and migration stamp is mandatory.	Not recommended
POTTER OR PORCELAIN SERVICES	Mexico Ministry of Health authorization is mandatory	Not recommended
SET OF TEETH AND ARTIFICIAL TOOTH, FITYDENT PADS	Mexico Ministry of Health authorization is mandatory. If are accompanied by sticky cream or tablets for cleaning, register of authorized importer is mandatory (Padrón de Importadores). Analysis of laboratory can be expected	Not recommended
TOBACCO	Mexico Ministry of Health authorization is mandatory. Expect taxes between 425.55% to 615.33% over the customs value.	Not recommended
TOYS AND EFFECTS FOR BABIES AND CHILDREN UNDER 7 YEARS OLD	Mexico Ministry of Health authorization is mandatory. If the origin is China, expects quotations of 50%	Not recommended
CANDIES AND FOOD STUFFS NOT INDUSTRIALIZED	Prohibited	Prohibited
FIREARMS AND THEIR PARTS, PISTOLS, RIFLES, SWORDS, DAGGERS, GRENADES, TNT PLANTS, VEGETAL PRODUCTS AND NATURAL WOOD (EVEN SAMPLES)	Mexican Army authorization is mandatory	Prohibited
TEA OR DRY PLANTS FOR INFUSIONS	Prohibited	Prohibited
BOOKS		Recommended
BROCHURES / ADVERTISING DOCUMENTATION		Recommended
CATALOGS / PRICE LISTS / ANNUAL REPORTS		Recommended
COMPUTER PRINTOUTS		Recommended
COMPUTER SPARE PARTS		Recommended
COMPUTER TAPES - DISKETTES WITH DATA / SOFTWARE		Recommended
COSMETICS (ONLY INDUSTRIALIZED)		Recommended
ELECTRONIC SPARE PARTS		Recommended
FANCY JEWELRY		Recommended
INTEROFFICE MAIL	Above 5kg, further delays of 24h are to be expected pending customs clearance.	Recommended
LEATHER GOODS	Expect taxes of 51.73% over customs value. If the origin is China, expects quotations of 120% over customs value.	Recommended
MAGAZINES		Recommended
MANUALS		Recommended
NEW FABRIC	Expect taxes of 51.73% over customs value. If the origin is China, expects quotations of 80% over customs value.	Recommended
NEW SHOES	Expect taxes of 51.73% over customs value. If the origin is China, expects quotations of 70% over customs value	Recommended
NEW TEXTILES, FINISHED (SAMPLES OF)	If clothing is for personal use, the shipment cannot exceed 3 items. Expects taxes of 51.73% over customs value. If the origin is China, expects quotations of 80% over customs value.	Recommended
NEW TEXTILES, UNFINISHED (SAMPLES OF)	Expect taxes of 51.73% over customs value. If the origin is China, expects quotations of 80% over customs value.	Recommended
NEWSPAPERS		Recommended
PASSPORTS		Recommended
PATTERNS		Recommended
PERFUME (SAMPLES INDUSTRIALIZED)		Recommended
PHOTOGRAPHS / TRANSPARENCIES / SLIDES		Recommended
PRINTING / TYPOGRAPHY DOCUMENTS		Recommended
QUOTATIONS / COMMERCIAL PROPOSALS / CONTRACTS		Recommended
WATCHES		Recommended
WINE	Expect taxes between 76.98% to 114.40% over the customs value. Limited 6 lt.	Recommended