

# CUSTOMS BROKERAGE SERVICE REQUEST



Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Reference #: \_\_\_\_\_ Customer GCI: \_\_\_\_\_  
*Expeditors' Use Only*

## 1. CONSIGNOR / EXPORTER OF RECORD

Name*	EORI
_____	_____
Address*	Exporter of Record Consignor EOR and Consignor are same party
_____	
Country Code*	Postal Code
_____	_____
GCI:	
_____	
<i>Expeditors' Use Only</i>	

## 2. CONSIGNEE / IMPORTER OF RECORD

Name*	EORI
_____	_____
Address*	Importer of Record Consignee IOR and Consignee are same party
_____	
Country Code*	Postal Code
_____	_____
GCI:	
_____	
<i>Expeditors' Use Only</i>	

## 3. REQUEST DETAILS

Customs Office of Exit (or Port)	Declaration Type*
_____	_____
Customs Office of Entry (or Port)	
_____	
Goods Description*	
_____	
Location of the Goods*	
_____	

## 4. CONSIGNMENT DETAILS

Scheduled Pick Up	Mode of Transportation*
_____	_____
Notify Party*	Transportation Reference Number
_____	_____
Vessel Name / Conveyance ID	Container Number
_____	_____
Gross Weight (Kg)	Net Weight (Kg)
_____	_____
DG	Number of Pieces* Package Type*
_____	_____

## 5. COMMERCIAL DETAILS

### Charges & Value

Origin Costs	Currency	Insurance Costs	Currency	Incoterm* _____	
_____	_____	_____	_____		
Freight Costs	Currency	Destination Costs	Currency		Incoterm Place* _____
_____	_____	_____	_____		
Selling Commissions	Currency	Total Invoice(s) Value	Currency		
_____	_____	_____	_____		
Declared Value for Carriage	Currency				
_____	_____				

# CUSTOMS BROKERAGE SERVICE REQUEST



## 6. INVOICE HEADER ONE

Invoice Number

Invoice Date

Invoice Currency

*If you have provided Expeditors with a parts database, you do not need to provide the HS code or Product Description on a line level. If you do provide that information here, it will override what is stored in your parts database unless stipulated in your agreed Standard Operating Procedures.*

## 7. INVOICE DETAILS

Line No.	Product ID	Product Description	HS Code	Quantity	UOM	Gross Weight (Kg)	Net Weight (Kg)	Country of Origin	ECCN	Line Value

# CUSTOMS BROKERAGE SERVICE REQUEST



## 8. INVOICE HEADER TWO

Invoice Number

Invoice Date

Invoice Currency

*If you have provided Expeditors with a parts database, you do not need to provide the HS code or Product Description on a line level. If you do provide that information here, it will override what is stored in your parts database unless stipulated in your agreed Standard Operating Procedures.*

## 9. INVOICE DETAILS

Line No.	Product ID	Product Description	HS Code	Quantity	UOM	Gross Weight (Kg)	Net Weight (Kg)	Country of Origin	ECCN	Line Value

# CUSTOMS BROKERAGE SERVICE REQUEST



## 10. INVOICE HEADER THREE

Invoice Number

Invoice Date

Invoice Currency

*If you have provided Expeditors with a parts database, you do not need to provide the HS code or Product Description on a line level. If you do provide that information here, it will override what is stored in your parts database unless stipulated in your agreed Standard Operating Procedures.*

## 11. INVOICE DETAILS

Line No.	Product ID	Product Description	HS Code	Quantity	UOM	Gross Weight (Kg)	Net Weight (Kg)	Country of Origin	ECCN	Line Value

## COMPLETION GUIDE

This document is intended only as a general reference for completion of Expeditors Customs Brokerage Service Request, which can be used to provide Expeditors with filing and/or shipping instructions.

Fields highlighted with a star are mandatory.

### 1. CONSIGNOR / EXPORTER OF RECORD \*

Provide the name and address of the Consignor (the party shipping the goods) or Exporter of Record (the party taking responsibility for the export declaration).

### 2. CONSIGNEE / IMPORTER OF RECORD \*

Report the name and address of the Consignee (the party receiving the goods) or Importer of Record (the party taking responsibility for the import declaration).

### 3. REQUEST DETAILS

- a. Customs Office of Exit (or Port) – Enter the customs office or port where the goods will be leaving the customs territory (e.g. *IEDUB400 or Dublin Airport*)
- b. Customs Office of Entry (or Port) – Indicate the customs office or port in which the goods will be declared upon arrival (e.g. *GB000084 or London Heathrow Cargo*)
- c. Location of the Goods – Provide the physical location of the goods to be declared on the export or import entry \*
- d. Declaration Type – Advise if EI will be responsible for doing the import, export or both

### 4. CONSIGNMENT DETAILS

- a. Scheduled Pick Up – Provide the time and date the goods are expected to be retrieved (the date/time by which the declaration needs to be completed)
- b. Mode of Transportation – Enter the transportation mode at the border crossing (for channel tunnel, select RORO).
- c. Notify Part – Advise the name, phone number and email of the party to be notified of shipment status and release.
- d. Transportation Reference Number – Indicate the tractor and trailer number.
- e. Vessel Name/Conveyance ID – Record the vessel or flight details.
- f. Container number – Where applicable, enter the container details.
- g. Gross Weight – Report the total weight of the goods including the weight of packaging materials. Re-usable transport equipment should not be included in this weight.
- h. Net weight – Provide the weight of the commodity only.
- i. DG – Indicate whether the shipment contains hazardous materials (dangerous goods).
- j. Number of Pieces\* / Package Type\* – Record the manifested quantity and its unit of measure (e.g. *5 CT, 2 BX, 10 PC*).

### 5. COMMERCIAL DETAILS

- a. Charges & Values – Provide all transport related costs. These are needed to calculate the Customs/Dutiable value.
  - i. Declared Value of Carriage (only applicable when Expeditors is carrier) – If you do not wish to accept the limits on the carrier's legal liability, you have the opportunity to set a higher value by entering this amount in the box labeled Declared Value for Carriage and thereby agreeing to pay the applicable additional cost of transportation. Declaring a higher value is not the same as purchasing all risk insurance. If you wish to have the ability to be made financially whole, please purchase "all-risk" insurance coverage for your shipment.
- b. Incoterm\* and Incoterm Place\* – Indicate the 3-letter terms, as well as the location covered under these terms (e.g. *FOB Frankfurt*).

### 6. INVOICE HEADER

Provide the commercial invoice number, date and currency.

### 7. INVOICE DETAILS

- a. Product ID – Enter your internal part number.
- b. Product Description – Indicate the description of the product. The description has to be comprehensive enough for immediate identification, and cannot be simply copied from the tariff HS description.
- c. HS Code – If Expeditors will be filing the import and export declaration, please enter the HS code at the 10-digit level. If Expeditors will only complete the export entry, eight digits will be sufficient.
- d. Quantity – Enter the inner quantity (piece count) of the goods. If you are aware of additional reporting requirements for your commodities (square meter, liters, etc.) please indicate those numbers.
- e. UOM – Provide the Unit of Measure for the Quantity entered (*pk, m2, ct, etc.*)
- f. Gross Weight – Report the total weight of the commodity including the weight of packaging materials. Re-usable transport equipment should not be included in this weight.
- g. Net Weight – Provide the weight of the commodity only.
- h. Country of Origin – Advise the legal country of origin of the goods.
- i. ECCN – Where applicable, enter the five-character alphanumeric ECCN number to declare dual-use items for export control purposes.
- j. Line Value – Provide the total value of the invoice line.

Once all mandatory fields have been completed, press the "Submit via Email" button. This will open an email to [cbsr@expeditors.com](mailto:cbsr@expeditors.com) with the form data, to which you may also attach commercial documents before sending.

## NOTICE CONCERNING EXPEDITORS' LIMITATION OF LIABILITY

This notice includes some important terms and conditions for carriage and customs brokerage services. Additional terms and conditions, including Definitions, Advances of Funds, Notice of Arrival of Goods, Notice of Claim and other provisions are set forth in Expeditors' Terms and Conditions of Service, Bill of Lading, Contract of Carriage, Customs and/or Export Power of Attorney/Letter of Authority, or any other document issued in connection with Expeditors' services, the terms of which are incorporated herein by reference and available at [www.expeditors.com/forms-downloads](http://www.expeditors.com/forms-downloads).

IF THE CARRIAGE INVOLVES AN ULTIMATE DESTINATION OR STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, THE WARSAW OR MONTREAL CONVENTION [AIR] AND THE CARRIAGE OF GOODS BY SEA ACT OR HAGUE VISBY RULES [SEA] MAY BE APPLICABLE AND WILL GOVERN AND IN MOST CASES LIMIT THE LIABILITY OF EXPEDITORS IN RESPECT OF LOSS, DAMAGE OR DELAY TO CARGO, UNLESS A HIGHER VALUE IS DECLARED IN ADVANCE BY THE SHIPPER AND A SUPPLEMENTARY CHARGE PAID IF REQUIRED.

OTHER CARRIAGE, STORAGE, AND CUSTOMS BROKERAGE SERVICES ARE SUBJECT TO OTHER LIMITATIONS. SEE BELOW.

### AIR WAYBILL S

#### 1. INTERNATIONAL CARRIAGE:

- Carriage hereunder is subject to the rules relating to liability established by the Convention for the Unification of Certain Rules relating to International Carriage by air, signed at Warsaw, October 12, 1929 (hereinafter called "the Convention" or "the Warsaw Convention") or that convention as amended at The Hague, September 28, 1955, or Montreal on May 28, 1999, whichever may be applicable, unless such carriage is not "International Carriage" as defined by the Convention.
- To the extent not in conflict with the foregoing, carriage hereunder and other services performed by Expeditors are subject to (i) applicable laws (including national laws implementing the Convention), government regulations, orders and requirements, (ii) provisions herein set forth, and (iii) applicable tariffs, rules, conditions of carriage, regulations and timetables (but not the times of departure and arrival therein) of any carrier, which are made part hereof and which may be inspected at any of its offices.
- The first direct carrier's address is the airport of departure shown on the face of an Air Waybill. The agreed stopping places (which may be altered by carrier in case of necessity) are those places, except the place of departure and the place of destination, set forth on the face of an Air Waybill or shown in carriers' timetables as scheduled stopping places for the route. Carriage to be performed hereunder by several successive carriers is regarded as a single operation.

**2. LIMITATION OF LIABILITY FOR DOMESTIC CARRIAGE:** Expeditors liability shall not exceed 19 SDRs per kilogram or the equivalent of goods lost, damaged, or delayed, unless a higher value is declared by Shipper and a supplementary charge paid.

#### 3. DECLARATION OF VALUE:

- Shipper acknowledges that he has been given an opportunity to make a special declaration of the value of the goods shipped and that the sum entered on the face of this Customs Brokerage Service Request of Instructions as "Declared Value for Carriage", if in excess of 19 SDRs per kilogram or the equivalent, constitutes such special declaration of value if a supplementary charge has been paid. If any supplementary charges for declaration of value in excess of 19 SDRs per kilogram are assessed as a percentage of the value of the cargo, then such percentage shall be deemed to be of the total value and not of the excess over 19 SDRs per kilogram.
- If the sum entered on the face of the Customs Brokerage Service Request or on the face of an Air Waybill as "Declared Value for Carriage" represents an amount in excess of the applicable limits of liability referred to in the above Notice and in these Conditions, and if Shipper has paid any supplementary charge that may be required by Expeditors' or a carrier's tariffs, conditions of carriage or regulations, this shall constitute special declaration of value and in this case the limit of liability shall be the sum so declared. Payment of claims shall be subject to proof of actual damages suffered.
- For both domestic and international carriages (the latter subject to the Warsaw or Montreal Convention) if Shipper does not declare value for carriage, the liability of Expeditors is limited to the actual value of goods lost or damaged up to a maximum of 19 SDRs per kilogram, regardless of the value Shipper declared for customs.

**4. EXPEDITORS' LIABILITY FOR DAMAGED GOODS:** Except as the Convention or other applicable law may otherwise require:

- Expeditors is not liable to Shipper or to any other person for any damage, delay or loss of whatsoever nature (hereinafter collectively referred to as "damage") arising out of or in connection with the carriage of the goods, unless such damage is proved to have been caused by the negligence or willful misconduct of Expeditors and there has been no contributory negligence of Shipper, consignee or other claimant;
- Expeditors is not liable for any damage directly or indirectly arising out of compliance with laws, government regulations, orders, or requirements, or from any cause beyond its control;
- If the charges for carriage having been based upon the value declared by Shipper, it is agreed that any liability shall in no event exceed Shipper's declared value for carriage stated on the face hereof, and in the absence of such declaration by Shipper, liability of Expeditors shall not exceed 19 SDRs per kilogram or the equivalent of goods destroyed, lost, damaged or delayed; all claims shall be subject to proof of value.

**5. WEIGHT OF GOODS USED FOR ASSESSING DAMAGES:** In cases of loss, damage or delay of part of the consignment, the weight to be taken into account in determining Expeditors' limit of liability shall be only the weight of the package or packages concerned. Expeditors has the right to request supporting evidence from the shipper to verify the actual weight of the consignment. Notwithstanding any other provisions, for "foreign air transportation" as defined by the U.S. Federal Aviation Act: 1) in the case of loss of, damage or delay to a shipment, the weight to be used in determining the Expeditors' limit of liability shall be the weight which is used to determine the carriage of such shipment; and 2) in the case of loss of, damage or delay to a part of a shipment, the shipment weight in 1) above shall be prorated to the package covered by the same air waybill whose value is affected by the loss, damage or delay. The weight in the case of loss or damage to an article within a package shall be the weight of the entire package.

**6. FORWARDING, REFORWARDING, OR ON CARRIAGE BY EXPEDITORS:** The goods, or packages said to contain the goods, described on the face hereof, are accepted for carriage from their receipt at Expeditors' or the carrier's office or airport terminal at the place of departure to the airport at the place of destination. If so specifically agreed, the goods, or packages said to contain the goods, described on the face hereof, are also accepted for forwarding to the airport of departure and for reforwarding beyond the airport of destination. If such forwarding or reforwarding by carriage operated by Expeditors, such carriage shall be upon the same terms as to liability as set forth in paragraphs 1, 2 and 4 hereof. In any event, the issuing Expeditors and last carrier, respectively, in forwarding or reforwarding the goods, shall do so only as agents of the Shipper, owner, or consignee, as the case may be, and shall not be liable for any damage arising out of such additional carriage, unless proved to have been caused by its own negligence or willful misconduct. Shipper, owner, and consignee hereby authorize Expeditors to do all things deemed advisable to effect such forwarding, including, but without limitation, selection of the means of forwarding and reforwarding and the routes thereof (unless these have been herein

specified by Shipper), execution and acceptance of documents of carriage (which may include provisions excluding or limiting liability) and consigning of goods with no declaration of value, notwithstanding any declaration of value in this Customs Brokerage Service Request or an Air Waybill.

**7. SUBSTITUTION OF CARRIERS:** It is agreed that no time is fixed for the completion of carriage hereunder and that Expeditors or a carrier may without notice substitute alternate carriers or aircraft. Expeditors assumes no obligation to carry the goods by a specified aircraft or over any particular route or routes or schedule, and Expeditors is hereby authorized to select, or to deviate from, the route or routes of shipment notwithstanding that the same may be stated on the face hereof or on the face of an Air Waybill. Shipper guarantees payment of all charges and advances.

**8. UNPAID COLLECT CHARGES:** A direction by the Shipper/Consignor that shipment be delivered "Freight Collect" or "Freight Payable At Destination" is insufficient to relieve the Shipper/Consignor of liability for unpaid freight charges upon the failure of the consignee to pay the freight charges in the absence of a written agreement to the contrary between Shipper and Expeditors. In the event that consignee requests that a freight collect shipment be released to consignee free of freight charges, it is understood that consignee has agreed to pay these charges.

### OCEAN BILLS OF LADING AND SEA WAYBILLS

**9. APPLICABLE LAW:** The ocean bill of lading or sea waybill issued to you by Expeditors or a carrier transporting your cargo will contain, or refer to, Laws, Acts and/or Conventions that limit the liability for loss of or damage to your cargo incurred while the cargo is in Expeditors or a carrier's custody.

**10. LIMITATION OF LIABILITY:** In most cases in which Expeditors is liable for loss or damage to your goods, Expeditors' liability is limited to U.S. \$500.00 per package or, for goods not shipped in packages, per customary freight unit. Higher compensation will be paid only when the shipper declares a higher value for the goods shipped and such declared value for carriage is stated in the ocean bill of lading and additional freight is paid. In that case, the amount of the declared value shall be substituted for that limit.

### WAREHOUSING

**11. LIABILITY FOR DAMAGED GOODS:** The warehouse endeavors to exercise reasonable care and diligence in regard to your goods. In the event that the warehouse fails to exercise such reasonable care, it shall be liable only for such loss or damage caused to the goods that could have been avoided by the exercise of such care.

**12. LIMITATION OF LIABILITY:** In the case of loss or damage that results from the failure of the warehouse to exercise such care, the amount of liability shall be limited to U.S. \$.50 per pound, maximum \$50.00 per lot.

**13. OPTIONAL INCREASE OF WAREHOUSE'S LIABILITY:** The shipper may increase Expeditors' stated liability limits on part or all of the shipper's goods by making written request to the warehouse. Such request may be made either at the time of the signing of the storage agreement or within a reasonable time after the signing of the agreement. The warehouse may, in return for increasing its liability, increase its storage charges commensurate with its increase in liability.

**14. STATUTE OF LIMITATIONS:** The warehouse receipt and Distribution Scope and Rates contains reasonable provisions as to the time and manner of presenting claims and instituting actions based on claims arising out of the storage of the shipper's goods. These provisions will also govern where a suit may be brought.

### CUSTOMS BROKERAGE

**15. LIMITATION OF LIABILITY:** Expeditors' liability for any loss, damage, expense or delay resulting from the proven negligence or other fault of Expeditors when performing customs brokerage services is limited to the lesser of U.S. \$50.00 dollars per entry or the amount of brokerage fees paid to Expeditors for the entry.

### GENERAL PROVISIONS

**16. ALTERATION OF CONTRACT PROVISIONS:** No agent, servant or representative of Expeditors has authority to alter, modify or waive any provision of this contract.

**17. SHIPPER'S COMPLIANCE WITH APPLICABLE LAWS:** Shipper shall comply with all applicable laws, customs and other government regulations of any country to, from, through or over which the goods may be carried, including those relating to the packing, carriage, or delivery of the goods, and shall furnish such information and such documents as may be necessary to comply with such laws and regulations. Expeditors is not liable to Shipper or any other person for loss or expense due to Shipper's failure to comply with this provision.

**18. LIEN:** (1) Expeditors shall have a lien on the goods which shall survive delivery, for all freight, dead freight demurrage, damages, loss, charges, expenses and any other sums whatsoever payable by or chargeable to or for the account of the Shipper under any contract of carriage and any contract preliminary hereto and the cost and expenses of recovering the same and may sell goods privately or by public auction without notice to the Shipper. If, on sale of the goods, the proceeds fail to cover the amount due and the cost and expenses incurred, Expeditors shall be entitled to recover the deficit from the Shipper. (2) If the goods are unclaimed during a reasonable time, or whenever in Expeditors' opinion the goods will become deteriorated, decayed, or worthless, Expeditors may, at his discretion and subject to this lien and without any responsibility attaching to it, sell, abandon, or otherwise dispose of such goods solely at the risk and expense of the Shipper.

**19. SUITABILITY FOR TRANSPORT:** The acceptance, by Expeditors or any carrier, of any article, shall not be deemed to be an acknowledgement that the article is suitable for transportation.

**20. CONSEQUENTIAL DAMAGE EXCLUSION:** Expeditors shall not be liable for any indirect, incidental, consequential, punitive, statutory or special damages, including lost profits, income or opportunity, even if Shipper is on notice of the possibility of any such damages or for the acts or omissions of any other person and however arising, including for breach of contract, tort, negligence, willful or intentional acts or omissions.

**21. AGENTS OF EXPEDITORS:** Any exclusion or limitation of liability applicable to Expeditors shall apply to and be for the benefit of Expeditors' carriers, agents, servants and representatives and any person whose aircraft, vessel or truck or other equipment is used by Expeditors for carriage and its agents, servants and representatives.

**22. SEVERABILITY OF CONTRACT TERMS:** Insofar as any provision contained or referred to herein or in the applicable Air Waybill, Ocean Bill of Lading, contract of carriage, warehouse contract or other shipping document may be contrary to mandatory law, government regulations, orders, or requirements, such provision shall remain applicable to the extent that it is not overridden thereby. The invalidity of any provision shall not affect any other part hereof. Omission of any information from a transport document does not invalidate the document or the limitations of liability.