

EXPORT INSTRUCTIONS

PLEASE COMPLETE THESE 6 PAGES AS ACCURATELY AS POSSIBLE TO AVOID ANY DELAYS OR PROBLEMS.
 IT IS RECOMMENDED THAT YOU TAKE A COPY OF THESE INSTRUCTIONS FOR YOUR OWN RECORD

SENDER'S DETAILS

NAME:	_____
ADDRESS:	_____ _____
CITY:	_____
POST CODE:	_____
COUNTRY:	_____
TEL: (DAYTIME)	_____
MOBILE:	_____
E-MAIL:	_____

RECEIVER'S DETAILS

NAME:	_____
ADDRESS:	_____ _____
CITY:	_____
POST CODE:	_____
COUNTRY:	_____
TEL: (DAYTIME)	_____
MOBILE:	_____
E-MAIL:	_____

COLLECTION ADDRESS (IF DIFFERENT FROM ABOVE)

NAME:	_____
ADDRESS:	_____ _____
CITY:	_____
POST CODE:	_____
COUNTRY:	_____
COLLECTION DATE:	_____
TEL: (DAYTIME)	_____
MOBILE:	_____
SOMEONE MUST BE AVAILABLE AT THE COLLECTION ADDRESS FROM 09H00 – 17H00 ON THE DAY OF COLLECTION.	

SHIPMENT DETAILS (CIRCLE AS APPROPRIATE)

FROM AIRPORT:	_____		
TO AIRPORT:	_____		
SERVICE:	TO AIRPORT* / TO DOOR**		
COLLECTION:	YES / NO		
SERVICE LEVEL:	ECONOMY / EXPRESS		
DATE OF YOUR DEPARTURE:	_____		
TOTAL WEIGHT(KG):	_____		
NO. OF PIECES:	_____		
<table style="width: 100%;"> <tr> <td style="width: 50%;">*SHIPMENTS SENT "TO AIRPORT" MUST BE COLLECTED WITHIN 24 HRS OF ARRIVAL TO AVOID INCURRING STORAGE FEES.</td> <td style="width: 50%;">** FOR "TO DOOR" SERVICES, SOMEONE MUST BE AVAILABLE AT THE DELIVERY ADDRESS FROM 09H00 – 17H00, MON – FRI.</td> </tr> </table>		*SHIPMENTS SENT "TO AIRPORT" MUST BE COLLECTED WITHIN 24 HRS OF ARRIVAL TO AVOID INCURRING STORAGE FEES.	** FOR "TO DOOR" SERVICES, SOMEONE MUST BE AVAILABLE AT THE DELIVERY ADDRESS FROM 09H00 – 17H00, MON – FRI.
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PLEASE TICK THIS BOX TO SAY THAT YOU AGREE TO BE BOUND BY THE COSMOTRANS INTERNATIONAL TERMS AND CONDITIONS.

PLEASE TICK THIS BOX TO SAY THAT YOU ACKNOWLEDGE THAT YOUR "TO AIRPORT" SERVICE **DOES NOT INCLUDE ADDITIONAL** CHARGES, ALSO KNOWN AS "AIRPORT ARRIVAL FEES" SUCH AS AIRLINE HANDLING, CUSTOMS CHARGES, STORAGE FEES, IMPORT DUTY AND TAXES AT THE AIRPORT OF YOUR DESTINATION. ALSO THAT OUR "TO DOOR" SERVICE **DOES NOT INCLUDE** ANY QUARANTINE FEES, STORAGE FEES, CUSTOMS DUTY AND TAXES.

SIGNATURE: _____ DATE: _____

SPECIAL INSTRUCTIONS:

FOR EXAMPLE: IF YOU REQUIRE STORAGE PRIOR TO YOUR DEPARTURE FROM THE UK, OR IF YOU REQUIRE PACKAGING MATERIAL.

MARKETING INFORMATION:

PLEASE HELP US TO BETTER TAILOR OUR MARKETING PROGRAMME, BY TELLING US HOW YOU HEARD OF US:

WERE YOU REFERRED TO US?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
IF YES, HOW WERE YOU REFERRED TO US?	<input type="checkbox"/>	AIRLINE	<input type="checkbox"/>	TRAVEL AGENT		
IF AIRLINE WHICH ONE?	_____					
IF TRAVEL AGENT WHICH ONE?	_____					
DID YOU FIND US ON THE INTERNET?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
IF YES, WHICH SEARCH ENGINE?	<input type="checkbox"/>	YELL.COM	<input type="checkbox"/>	YAHOO	<input type="checkbox"/>	GOOGLE
	<input type="checkbox"/>	OTHER (PLEASE SPECIFY) _____				
IF OTHER MEANS, PLEASE TELL US HOW YOU HEARD OF US?	_____					

DANGEROUS & RESTRICTED ARTICLES:

FOR SAFETY AND SECURITY REASONS, THE FOLLOWING ITEMS ARE LABELLED AS DANGEROUS GOODS AND **MUST NOT** BE PACKED WITHIN YOUR UNACCOMPANIED BAGGAGE OR PERSONAL EFFECTS:

- COMPRESSED GASSES (FLAMMABLE, NON-FLAMMABLE OR POISONOUS) SUCH AS DEODERISED SPRAYS BUTANE, PROPANE, AQUALUNG CYLINDERS, LIGHTER FUELS, REFILL AEROSOLS.
- FLAMMABLE LIQUIDS SUCH AS PERFUMES, PAINTS, THINNERS AND ADHESIVES.
- FLAMMABLE SOLIDS SUCH AS MATCHES AND ARTICLES THAT ARE EASILY IGNITED.
- OXODISING SUBSTANCES SUCH AS BLEACHING POWDERS AND PEROXIDES
- RADIO ACTIVE MATERIALS
- CORROSIVE MATERIAL SUCH AS MERCURY, ACIDS, CELL BATTERIES AND MANY HOUSEHOLD CHEMICALS
- EXPLOSIVES SUCH AS FIREWORKS, FLARES AND SPARKLERS.
- INDUSTRIAL PRODUCTS SUCH AS SOLVENTS CONTAINING CHEMICALS WHICH CAN CAUSE FUMES AND CORROSION.
- FOODSTUFFS OF ANY KIND.

FRAGILE OR BREAKABLE ITEMS:

- SHOULD YOU HAVE ANY FRAGILE OR BREAKABLE ITEMS THAT HAVE NOT BEEN PROFESSIONALLY PACKED BY AN AUTHORISED EXPORT PACKER OR HOUSEHOLD REMOVER, **PLEASE COMPLETE THE INDEMNITY FORM OF PAGE 3.**
- GOODS WILL ONLY BE DEEMED PROFESSIONALLY PACKED IF AN ORIGINAL INVOICE FROM THE AUTHORISED EXPORT PACKER OR HOUSEHOLD REMOVER FOR PACKING AND PACKAGING IS PRODUCED.

COSMOTRANS INDEMNITY FORM

I, the undersigned, (name and surname)

Identification/passport number

residing at (physical address)

.....

.....

Confirm that the fragile and breakable items that forms part of my personal effects shipments have not been professionally packed by an authorised export packer or a recognised and approved Household Removal packer, and

that I do hereby, for myself, my heirs, executors and assigns, indemnify and hold harmless, Cosmotrans International

Ltd and/or it's appointed agents, against all and any claims, loss and/or damage which may result during the transit of

my shipment to its final destination.

I acknowledge that one of Cosmotrans' terms and conditions of carriage is that all goods of a fragile nature must be professionally packaged by a recognised and approved packer of household goods and personal effects. I

acknowledge that Cosmotrans will **only** accept responsibility for damage or loss of the fragile goods that are

professionally packed by an authorised export packer or a recognised and approved packer of household goods.

I acknowledge that it is on the basis of this indemnity that I agree that my personal effects can be transported by

Cosmotrans International Ltd without a certificate or invoice to verify that my goods have been professionally packed.

DATED AT THIS DAY OF 200...

SIGNED:

DETAILED PACKING LIST

BAGGAGE / BOX NO: _____
DESCRIPTION OF ITEMS

**VALUE
(STATE CURRENCY):**

BAGGAGE / BOX NO: _____
DESCRIPTION OF ITEMS

**VALUE
(STATE CURRENCY):**

BAGGAGE / BOX NO: _____
DESCRIPTION OF ITEMS

**VALUE
(STATE CURRENCY):**

BAGGAGE / BOX NO: _____
DESCRIPTION OF ITEMS

**VALUE
(STATE CURRENCY):**

I DECLARE THAT THIS INFORMATION IS TRUE AND CORRECT.

SIGNATURE: PRINT NAME:

SECURITY DECLARATION FORM

PART ONE: TO BE COMPLETED BY OWNER OF THE CONSIGNMENT

I.D./PASSPORT NO:	
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I _____, AS THE OWNER OF ITEMS LISTED ON THE ATTACHED INVENTORY DECLARE THAT:

1. I AM THE OWNER OF ALL THE ITEMS LISTED.
2. NOTHING IN THIS SHIPMENT COULD HAVE BEEN MODIFIED OR TAMPERED WITH PRIOR TO PACKING.
3. THERE ARE NO ITEMS IN THE SHIPMENT THAT ARE BEING CARRIED FOR OR TO ANOTHER PERSON.
4. THE ELECTRICAL ITEMS LISTED ON THE INVENTORY ARE INCAPABLE OF OPERATION WITHOUT THE ADDITION OF A POWER SOURCE AND I HAVE REMOVED ALL BATTERIES / POWER PACKS.
5. I HAVE READ THE LIST OF DANGEROUS OR RESTRICTED ARTICLES AND CONFIRM NONE ARE PACKED IN THIS SHIPMENT.
6. I WAS PRESENT DURING THE PACKING OF THE ITEMS LISTED.
7. ONLY THE ITEMS LISTED ON THE INVENTORY WERE PACKED.
8. NOTHING COULD HAVE BEEN ADDED DURING PACKING.
9. NO DANGEROUS OR RESTRICTED ARTICLES WERE PACKED.

PART TWO: TO BE COMPLETED BY AGENT

AIR WAYBILL NO:	
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I _____, THE AGENT FOR THIS SHIPMENT DECLARE THAT:

1. NO ITEM COULD HAVE BEEN ADDED WHILST THE SHIPMENT WAS IN MY CARE.
2. DURING THE TRANSPORTATION THE CONSIGNMENT WAS CARRIED IN A CLOSED LOCKED VEHICLE OR ESCORTED BY AT LEAST TWO PEOPLE INCLUDING THE VEHICLE DRIVER.
3. I HAVE SEEN VALID IDENTIFICATION OF THE SHIPPER AND THE DETAILS IN PART ONE, ARE CORRECT.

PLEASE CONFIRM THAT YOU HAVE READ AND UNDERSTOOD THE ABOVE INSTRUCTIONS BY SIGNING BELOW.

SIGNATURE OF CUSTOMER	COSMOTRANS STAMP AND SIGNATURE

PAYMENT DETAILS

I HEREBY AUTHORISE COSMOTRANS TO DEBIT MY CREDIT/DEBIT CARD ACCOUNT:

TYPE OF CARD: VISA MASTERCARD CARD NUMBER: CVC NUMBER: VALID FROM: /
(SWITCH ONLY) (MM / YY)ISSUE NO:
(SWITCH ONLY)EXPIRY DATE: / (MM/YY)AMOUNT: . CURRENCY: **GBP** _____

NAME ON CARD: _____

ADDRESS: _____

SIGNATURE: _____ DATE: _____

FOR PAYMENT BY CHEQUE, CASH OR BANK TRANSFER, PLEASE CONTACT THE COSMOTRANS OFFICE

PLEASE POST OR FAX THIS FORM TO COSMOTRANS. THE RELEVANT FAX NUMBERS ARE BELOW:

UNITED KINGDOM: LONDON**TEL: +44(0)208 751 2109****FAX: +44(0)208 751 2118**