XS Baggage
Shippers Letter of Instruction / Booking Form

Sender: _____

Street Address: _____

Suburb: _____City: _____

Country: _____Post Code: _____

Phone: (_____) _____

Mobile: (_____) _____

Email: _____

Receiver: _____

Street Address: _____

Suburb: _____City: _____

Country: _____Post Code: _____

Phone: (_____) _____

Mobile: (_____) _____

Email: _____

Date required at destination Airport or Port: _____

Preferred destination Airport or Port: _____

Airfreight Service to Provide:

☐ Door to Door ☐ Depot to Door
☐ Door to Airport ☐ Depot to Airport

Seafreight Service to Provide:

☐ Door to Seaport ☐ Depot to Seaport

Insurance if required is $80 minimum or 4% of insured value nominated, whichever is higher:

☐ Yes Value for insurance: $ _____

XS Baggage requires an itemised packing list with replacement values for all items. There is a $500 excess applicable to all policies.

☐ No

All shipments must be prepaid – Cash, credit cards and direct debt are all accepted

Please debit my Credit Card

☐ Visa ☐ MasterCard ☐ American Express

Cardholder's name: _____ Expiry Date: _____

Cardholder's signature: _____ Date: _____

Optional extras for your piece of mind:

- Shrink Wrapping … $10/item **Yes**_____ **No** _____
- Fragile stickers … $2/each **How many:** _____

Declared value for customs: $ NZD _____

Conditions of acceptance:

- I understand it is my responsibility to declare any flammable or hazardous material and to supply information where applicable.
- I have packed all my goods carefully to withstand international transportation.
- I understand my items can be opened and inspected for international security purposes.
- I authorise my goods to be shipped as per the standard terms and conditions of the operator of XS Baggage.
- I understand that I am responsible for all airport and seaport only shipments, where there are Customs and Airport charges payable to the destination handling agent.
- All air and sea shipments travel subject to space available and are subject to delays in transit, due to operational requirements.

Shipper's Signature: _____

Date: _____

Checklist

☐ All my goods are packed adequately for international transportation
☐ All bags and boxes have been clearly labelled
☐ Paperwork has been signed (above)
☐ Copy of ID page of your Passport sent to XS Baggage
☐ Dangerous Goods Declaration has been completed and signed
☐ All paperwork has been faxed or emailed to XS Baggage

Email: sales@xsbaggage.co.nz **Phone**+64 9 256 0260 **Fax** +64 9 256 0261 **Website**: www.xsbaggage.co.nz