

EXPORT INSTRUCTIONS

PLEASE COMPLETE THESE 7 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 08H00 – 18H00 ON THE DAY OF COLLECTION. | |

SHIPMENT DETAILS (CIRCLE AS APPROPRIATE)

| | | | |
|--|---|---|---|
| FROM AIRPORT: | _____ | | |
| TO AIRPORT: | _____ | | |
| SERVICE: | TO AIRPORT* / TO DOOR** | | |
| COLLECTION: | YES / NO | | |
| DATE OF YOUR DEPARTURE: | _____ | | |
| TOTAL WEIGHT(KG): | _____ | | |
| NO. OF PIECES: | _____ | | |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> *SHIPMENTS SENT "TO AIRPORT MUST BE COLLECTED WITHIN 24 HRS OF ARRIVAL TO AVOID INCURRING STORAGE FEES. </td> <td style="width: 50%; vertical-align: top;"> ** FOR "TO DOOR" SERVICES, SOMEONE MUST BE AVAILABLE AT THE DELIVERY ADDRESS FROM 08H00 – 18H00, 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 08H00 – 18H00, 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.
- ALL OF YOUR PERSONAL DETAILS, SUCH AS NAME, ADDRESS AND PASSPORT COPY, NEED TO BE SHARED WITH EITHER THE NOMINATED AIRLINE OR OUR OVERSEAS AGENT TO ALLOW US TO FULFIL OUR CONTRACT WITH YOU – PLEASE TICK THIS BOX TO CONFIRM ACCEPTANCE, SO THAT WE CAN PROCEED WITH YOUR SHIPMENT – THANK YOU

SIGNATURE: _____ DATE: _____

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