


Customer Checklist & Instructions

ITEMS	CHECKLIST	REMARKS
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Fill in Shipper Name, Address & Phone number <input type="checkbox"/> Fill in Receiver Name, Address & Phone number <input type="checkbox"/> Dimensions: Fill in parcel length x width x height in cm . <input type="checkbox"/> Under “ Description of goods ” itemised with separate line for each item, full description, part numbers, serial numbers, what is it, what material is made of, cotton synthetic etc, gender and value NOTE: - ORIGIN: The country where the merchandise was grown, mined or manufactured - Total number of Qty described on each line - Unit Weight: Weight of items described on each line (Total Weight/Quantity) - Unit Value: \$ Value of each unit. Please declare one currency type only. (Total Value/Quantity) - TOTAL VALUE \$ Value of items described on each line - TOTAL VALUE INVOICE \$ Value of all items listed on the invoice. <input type="checkbox"/> HS Code – leave it blank <input type="checkbox"/> All documents SIGNED with PRINTED NAME
Macrolink Consignment Note (CN)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Attach the CN on each of your parcel.
Photocopy of passport	<input type="checkbox"/> Yes <input type="checkbox"/> No	** Only for used or old item **
Photocopy of IC	<input type="checkbox"/> Yes <input type="checkbox"/> No	Back & Front ** Only for used or old item **

