



For Our International Customer: Check List for Success

AT TIME OF PURCHASE:

- ✓ Before your first purchase, choose a **Consolidation Name** to identify your export project at Ampac. Instruct all buyers in your group to include this name on every sales receipt.
- ✓ Inform the sales person that Ampac Forwarding is your authorized freight consolidator, and provide him or her with our **Ampac ship to address and contact details**.

Consolidation Name

c/o Ampac Forwarding
2401 Schirra Place, Whse. 3
High Point, NC 27263

Scott Bundy, Export Operations
336.889.6617, fax 336.889.7648
sbundy@ampacforwarding.com

- ✓ Ask the sales person to instruct his or her shipping department to use **Ampac export labels** for your shipments to Ampac. The labels may be copies of an Ampac label or may be a substitute label meeting the same requirements. The important thing is that each box carries the information needed to avoid inspection fees and delays at Customs. See the labels for details. Additional labels may be obtained at www.ampacforwarding.com, or by calling.
- ✓ Discuss how items will **transport to Ampac**, and the terms of payment for the transport. Include instructions on each sales receipt.
 1. Freight prepaid. *This means the vendor offers free delivery, or that the vendor will prepay freight on your behalf, and will include this expense in your invoice.*
 2. Freight collect. *Ampac will advance payment to the carrier on your behalf, and the expense will be invoiced to you.*
 3. Ampac pick up. *Ampac can pick up goods from Market showrooms; please call to schedule. We can also pick up from vendors within a certain radius. Please call to check availability and to schedule in advance.*
- ✓ Ask the sales person to include **country of origin** in the product description on the sales receipt. Imported products are legally required to be labeled with the Country of Origin. If no label is available, the Vendor purchasing office or the Manufacturer/Distributor will be able to provide this information to the sales person.
- ✓ Ask the sales person for an extra copy of the completed **sales receipt**. Then, please give the extra copy to Ampac. We need this for accuracy when receiving (or picking up), and in order to prepare documents for Customs purposes.
- ✓ If your purchase is a Market showroom sample, and you have arranged for Ampac to pick up after Market, remind the sales person that Ampac will need **authorization** to enter and remove goods, according to the rules of their lease. Often, possession of a copy of the sales receipt will suffice, but some buildings have additional rules.

Best wishes for a successful buying trip!