



CHECK LIST FOR IMPORTING

IMPORTS

- ✓ A copy of your purchase order to be faxed to Stockwell's with instructions on how your cargo is to be moved, Air or Seafreight. Also whether the cargo is ready. These instructions will be sent to our agents who will arrange accordingly. ***The most important information is the details of your supplier and the contact person.***
- ✓ If moving under a letter of credit the information that is most important for us is the date it is valid to, as the cargo needs to move before that date.
- ✓ When we have received details of transit from our agents, they will be forwarded to you (a tracking report) so that you will know when the cargo is arriving in Australia. Original documentation needs to be forwarded to us ASAP upon receipt to finalise the clearance of the goods. ***These include; commercial invoice and packing declaration (which states how your goods are packed regarding timber and bark) and original bill of lading, if applicable.***
- ✓ When the cargo is available and is released by customs, we will contact you to arrange delivery.

Exports

- ✓ Please fax us a Shipping Letter of Instruction (attached for your reference), including all pertinent information and contact details, and the commercial invoice.

Please note, for accounting purposes, all monies disbursed on your behalf, that is cash outlays to Customs and the Transport carriers are due when the goods arrive in Australia. Other charges will be sent out on account.