

Customs declaration & packing list

Consignor details				Consignee details			
Shipper name				Receiver name			
ABN (if applicable)				ABN (if applicable)			
Street number				Street number			
Street name				Street name			
City		Postcode		City		Postcode	
Country				Country			
Phone				Phone			
Email				Email			

Description of Goods	Quantity	Unit value (\$)	Sub-total value (\$)

Reason for export:

Total consignment weight		No. of pieces	
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- I declare in signing this declaration that, to the best of my knowledge, the above information is true and correct.
- I also declare this shipment does not comprise of any dangerous or fragile goods unless otherwise stated.

Duties and taxes are the responsibility of the receiver (unless stated otherwise instructed by the shipper).

Total declared value (\$)		Date	
Consignment note number or air waybill reference		Signature	



Unaccompanied baggage and personal effects shipments

Qantas Courier provides sending services for both unaccompanied baggage and one-time personal effects customers. 'Airport-to-airport' and 'airport/door-to-door' delivery services are also available.

Unaccompanied Baggage

International laws stipulate that unaccompanied baggage shall consist of only personal wearing apparel and personal articles of a passenger, including portable musical instruments, portable PC's, and typewriters and portable sporting equipment. Items which *may not* be carried as unaccompanied baggage include machinery, machine or spare parts, money, securities, jewellery, watches, plate and plated-ware, furs, films, cameras, documents, liquors, perfumes and articles of household furnishings, merchandising, salesman samples & batteries. Please note that your shipment will travel according to space and flight availability. By way of guideline, transit times are approximately 7-14 working days.

Delivery 'airport-to-airport'

Documentation

A copy of your passport and airline ticket must accompany your goods. Some countries may require additional government forms to be completed (contact Qantas Courier for more information). Qantas Courier does not assume prior knowledge. A *Customs declaration & packing list* must also be completed.

Tracking – air waybill

You will be asked to fill out a consignment note. As your consignment is travelling to your destination directly with an airline carrier, we will provide you with an 11-digit air waybill reference number once the consignment is lodged. You consignment can be tracked via the air waybill reference number. You must contact the carrier's air cargo office or handling agent at the final destination and quote the 11-digit we will provide you with, to receive your shipment.

Customs

Your Consignment will be subject to Customs Clearance in the destination country. It will be held under Customs control until *you* clear the goods with the local customs office. Procedures vary from country to country and will be explained to you at the collection destination. It is your responsibility to assist the local authorities in clearing your shipment. You are reminded that local customs regulations are beyond our control and Qantas Courier does not assume prior knowledge. We however, will provide relevant government forms to be filled out if applicable.

Arrival charges

Every airport has local charges such as terminal fees, documentation charges, storage and handling Fees, regardless of the charges paid when you lodged your consignment at Qantas Courier and are not related to the cartage. Charges you paid to Qantas Courier and cannot be estimated at the time of lodgment. Generally airlines allow you two (2) days free storage including the day of arrival. It is in your interest to contact the airline or handling agent at destination as soon as possible. Unclaimed luggage will be impounded and/or disposed of by local authorities after a period of time.

Delivery 'airport/door-to-door'

Documentation

A *Customs declaration & packing list* must be completed. Some countries may require additional government forms to be completed (contact Qantas Courier for more information). Qantas Courier does not assume prior knowledge.

Tracking – consignment note

At time of arranging your shipment, you will be provided with a consignment note to complete. The consignment note number can be used to track your shipment through our website www.qantascourier.com

Customs & arrival charges

Charges for customs clearance, local delivery and other charges are included in our price, although some countries may charge an additional clearance fee (for instance, New Zealand).

Personal effects

Although you may not be a travelling customer, you may still send your personal effects (clothing, household items, presents etc). As with unaccompanied baggage, we provide 'airport-to-airport' and 'airport/door-to-door' services.

Insurance

Your consignment is not automatically covered by any insurance. You may wish to take *transit cover* against loss through Qantas Courier. Cover against damage will only be offered for shipments in original packaging (that is adequate for sending) or if professionally re-packed. Loss cover will not be available for valuables such as precious jewellery, watches, etc. Refer to our website for a full list of exclusions. A full packing list of contents with nominated values is required if you wish to have transit cover applied to your shipment. You are responsible for packing your consignment. The use of Qantas Courier boxes does not constitute of a packing service by Qantas Courier.

Responsibility

Unless otherwise expressly agreed in writing, NO RESPONSIBILITY in tort or contract or otherwise WILL BE ACCEPTED BY THE CARRIER FOR ANY LOSS OF OR DAMAGE TO OR FAILURE TO DELIVER OR DELAY IN THE DELIVERY OF GOODS, either in handling, packing, or in transit or in storage and whether caused by negligence, wrongful act or default of the Carrier or by any other cause whatsoever.

I have read and am in agreement with the above mentioned statements including insurance & responsibility.

Duties and taxes are the responsibility of the receiver (unless stated otherwise instructed by the shipper).

Shipper (full name)		Date	
		Signature	

Freight acceptance questionnaire & acknowledgement

Please complete this form to assist in determining whether the provisions of the Dangerous Goods Regulations are applicable to the carriage of your goods/items ("Consignment").

Are any of the following items included in the Consignment being presented?		Please tick yes or no	
1	Fireworks, ammunition, firearms or explosives	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	Cylinders of compressed air, oxygen, or liquid petroleum gas (LPG) any type of aerosol cans, (e.g. deodorant, shaving cream, hairspray, paint etc)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3	Camping Stoves, fuel containers, etc	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4	Nail polish, colognes, perfumes, paint, fuel or paint thinners	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5	Matches, cigarette/pipe lighters, or cigarette lighter refills	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6	Diving equipment – including torches (diving lamps) or soldering irons	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7	Dry Ice, specimens or samples	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8	Detergents, bleaches, drain, or oven cleaners	YES <input type="checkbox"/>	NO <input type="checkbox"/>
9	Alcohol (i.e. whiskey or wine), medicines containing alcohol	YES <input type="checkbox"/>	NO <input type="checkbox"/>
10	Fiberglass repair kits, adhesives, and puncture repair kits	YES <input type="checkbox"/>	NO <input type="checkbox"/>
11	Any type of chemical, pesticide or herbicides etc	YES <input type="checkbox"/>	NO <input type="checkbox"/>
12	Machinery with internal combustion engines such as chainsaws, lawn mowers, or garden trimmers	YES <input type="checkbox"/>	NO <input type="checkbox"/>
13	Batteries of any kind (including laptop, cameras, phones etc)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
14	Jewellery (including watches) valued over \$AUD100 in total	YES <input type="checkbox"/>	NO <input type="checkbox"/>

NOTE: The above list is not exhaustive. You must also declare if any Dangerous Goods not listed above are contained or present in your Consignment. Domestic and international laws and regulations govern the transport of baggage and freight. Heavy penalties (including imprisonment) apply to shippers who do not declare Dangerous Goods in any item or article presented to an airline.

I confirm that the Consignment does not contain any of the abovementioned items. I understand that the Consignment will be security screened and x-rayed. I understand that in the event of identification of any suspicious items within the Consignment (or any of its contents) the Freight Security Officers of or employees of Qantas Courier have my permission to access or open the Consignment. In the event that a locked item must be opened, a Qantas security tag will be attached for your notification. If the opened article cannot be re-locked, security tape will be used to re-secure the item. I understand that if the Consignment is unable to be accessed or opened for any reason. Qantas Courier will not carry the Consignment. I accept that anything, which is prohibited from carriage for reasons of safety or security, may be removed and disposed of by Qantas Courier, its servants and/or agents.

I have read and am in agreement with the above mentioned statement.

If you are unsure whether an item you are consigning is classified as Dangerous Goods please ask staff for assistance.

Shipper (full name)		Date	
		Signature	

Declaration for transit cover

Declaration for transit cover			
Name of covered party			
Street number			
Street name			
City		Postcode	
Country			
Email		Phone	
Origin (City, Country)			
Destination (City, Country)			
Description of consignment covered by transit cover		<i>*Refer to attached item list for specific details required to be listed.</i>	
Please provide <u>specific description and detail*</u> of all items for which you are seeking coverage. Be sure to also provide an <u>accurate estimate*</u> of each insured item's value.			

Client to initial: For **Personal Effects**, transit cover is against damage and loss if there is original (adequate) packaging or professionally re-packed. *Otherwise, Qantas Courier can only provide cover against loss.* Please ensure you have properly packed your consignment. Excess of \$250 per claim applies.

Client to initial: For **Commercial Shipments**, transit cover can be provided against damage and loss. We remind commercial clients that all shipments must be properly packed. Excess of \$250 per claim applies.

- Either:
- Loss – Cover only
 - Loss & Damage cover

Consignment value \$ _____

Please tick (✓)

- YES I do require transit cover**
- I acknowledge that I have read and agree to the terms & conditions of the requested transit cover as per relevant policy document in www.qantascourier.com. I understand the requirement to meet minimum packaging standards.
- NO I do not require transit cover**

Full name	
Phone	
Email	
Signature	
Date	

Office Use	
<i>To be confirmed by serving staff member</i>	
Personal Effects	YES / NO
Loss – Cover only (UCB loss):	YES / NO
Adequate packaging to ensure security of shipment:	YES / NO
Loss & Damage cover (UCB all):	YES / NO
Adequate, original packaging or professionally re-packed:	YES / NO
OR	
Commercial Shipment	YES / NO
Loss & Damage cover (Comm all):	YES / NO
Client reminded on onus to have properly packed their shipment:	YES / NO
Consignment Value	\$ _____
Final AGREED transit cover: UCB loss	<input type="checkbox"/>
UCB all	<input type="checkbox"/>
Comm all	<input type="checkbox"/>
Staff member to initial:	_____