

ESSENTIAL SHIPPING TIPS

THE ULTIMATE GUIDE TO SHIPMENT SUCCESS

BOOST YOUR BOOKING EXPERIENCE

IMPORTANT INFORMATION TO INCLUDE WHEN BOOKING A SHIPMENT

IS YOUR SHIPMENT RETURNING?
 Let our customer service team know, so they can provide you with cost-saving opportunities.

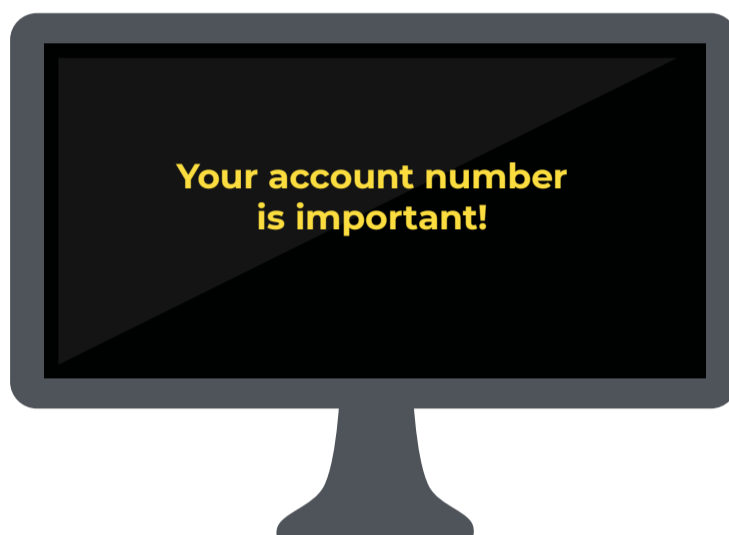
- We deliver our best work when all details of your shipment are provided at the time of booking. The more information you provide, the better!
- Below you will find a rundown of some of the most important information to include when making a booking. This includes your account details, shipment details, description of items, and invoices for international shipments.
- Billing is determined by not only this information, but also additional factors such as Duty, VAT, taxes, and fees. Consult with your global logistics coordinator about ways to receive an accurate quote at the time of booking.

1 ACCOUNT INFORMATION

Have your Worldnet account number ready before contacting customer service.

Inform your global logistics coordinator which account should be billed for the cost of the shipment.

Based on your internal requirements, you might also have a cost center for various departments within your organization. A reference name, number, or PO number must be shared with our team at the time of booking, if applicable.

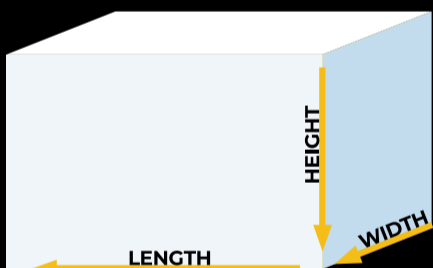


2 SHIPMENT INFORMATION

DIMENSIONS

The size and weight of your shipment is crucial. This information is used to determine how to collect your shipment and the best transport options for your delivery needs.

Billing is also determined by dimensional factors.



DESCRIPTION

Describe the contents of your shipment. This can include, but is not limited to the following information:

- The total number of pieces (e.g., boxes, trunks, suitcases, etc.)
- Contents of shipment (e.g., clothes, cosmetics, shoes, electronics etc.)
- Total value of your shipment
- If Fish and Wildlife or CITES materials (animal skins or furs, etc.) are a part of your shipment

IMPORTANT: Worldnet will need a **commercial invoice** for all international shipments. If you need guidance on completing a commercial invoice please contact our team.

[Learn more about invoices](#)

- If your shipment has personal items
- If your shipment contains any liquid, aerosols, batteries, or perfume products that may be considered dangerous goods
- Country of origin/manufacture

3 PICKUP AND DELIVERY INFORMATION

DELIVERY AND PICKUP INFORMATION (All info is needed for both Pickup and Delivery)

- The name of the company/business
- Address (building number, street name, city, state, zip code)
- The exact location of your pickup/delivery (floor number, mailroom, front desk, concierge, etc.)
- A contact person (first and last name)
- Phone number of the contact person
- The date and time your shipment will be ready and the requested delivery date and time
- Any special instructions

When emailing our team, always include your company signature in the body of the email. This includes the full company name and address. The TSA (Transport Security Administration) requires this information.

For a 3rd Party Pickup (a pickup at a location other than your usual pickup location), you will need written authorization in the form of an email from the account holder with their full email signature prior to booking.



Remove all old labelling. Print out new labels and affix to each package before the driver arrives.

CONTACT US 24/7

WWW.WORLDNET-INTL.COM