



# AVERITT SHIPPING CHECKLIST

## SHIPPING TO CANADA

### *Documents you'll need:*

(each of these documents is available on [AverittExpress.com](http://AverittExpress.com))

- **Canada Customs Invoice (CCI) or Commercial Invoice from the seller** – Shows the value, description of the merchandise and country of origin of the goods
- **NAFTA Certificate of Origin** – Should be supplied along with goods that qualify for reduced or duty-free entry as a product of any of the three participating member nations: U.S., Canada and Mexico. Please contact Export Assistance at the Department of Commerce for assistance in determining if goods qualify for NAFTA, at 800-872-8723, option 2.
- **Bill of lading or airway bill**

### *Information you'll need to complete the documents:*

- **Canadian Customs Broker, name, phone and fax**
- **Consignee name and address** or importer of record's name and address, if different than consignee
- **Date of direct shipment** – The date of pickup
- **Specification of commodities/description of goods** – Product and part number/material of which the product is made/product use/number of packages and weight
- **Terms of sale/country of origin/currency**
- **Selling price** – Total price of goods sold
- **Declared value** – Value of goods only, not including packing, freight or licensing charges
- **Classification** – All goods that enter Canada are categorized according to the Harmonized Tariff Schedule. Classification determines how much duty will be collected. Call your broker for accurate classification.
- **Import instructions**
- **Restricted merchandise permit/license** – A license or permit from the responsible government agency may be necessary to import/export certain items. See your broker for a list of restricted merchandise, which includes textiles, food and drugs, electronics, chemicals, vehicles, firearms, ammunition and other items requested by various government agencies.

## SHIPPING TO THE U.S.

### *Documents you'll need:*

(each of these documents is available on [AverittExpress.com](http://AverittExpress.com))

- **U.S. invoice from the seller** – Shows the value, description of the merchandise and country of origin of the goods
- **NAFTA Certificate of Origin** – Should be supplied along with goods that qualify for reduced or duty-free entry as a product of any of the three participating member nations: U.S., Canada and Mexico. Please contact Export Assistance at the Department of Commerce for assistance in determining if goods qualify for NAFTA, at 800-872-8723, option 2.
- **Bill of lading with broker information included**
- **Surety bond** – Required for formal entries (shipments valued at over \$2,000 or goods subject to import restrictions)
- **Documentation of pallet fumigation** – on wood packaging with an origin other than U.S. or Canada

### *Information you'll need to complete the documents:*

- **U.S. Customs Broker, name, phone and fax**
- **Consignee name and address** or importer of record's name and address, if different than consignee
- **Date of direct shipment** – The date of pickup
- **Specification of commodities/description of goods** – Product and part number/material of which the product is made/product use/number of packages and weight
- **Terms of sale/country of origin/currency**
- **Selling price** – Total price of goods sold
- **Declared value** – Value of goods only, not including packing, freight or licensing charges
- **Importer number** – IRS federal tax number or Social Security number of importer of record
- **Classification** – All goods exported from Canada are categorized according to the Harmonized Tariff Schedule. Classification determines how much duty will be collected. Call your broker for accurate classification.
- **Restricted merchandise permit/license** – A license or permit from the responsible government agency may be necessary to import/export certain items. See your broker for a list of restricted merchandise, which includes textiles, food and drugs, electronics, chemicals, vehicles, firearms, ammunition and other items requested by various government agencies.



This document is intended to provide basic Canadian/U.S. cross-border requirements. For detailed information, please call your customs broker.