



# AVERITT SHIPPING CHECKLIST

## SHIPPING TO MEXICO

### *Documents you'll need:*

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

- **Mexico Commercial Invoice** – Shows the value, description of the merchandise and country of origin of the goods
- **NAFTA Certificate of Origin** – Required for eligible goods to move duty-free. Call your broker for list of eligible goods.
- **Bill of lading with broker information included**

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

- **U.S. and Mexican 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 Mexico 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 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 regulated by various government agencies.



## SHIPPING TO THE U.S.

### *Documents you'll need:*

each of these documents is available on [www.averittexpress.com](http://www.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** – Required for eligible goods to move duty-free. Call your broker for list of eligible goods.
- **Bill of lading with broker information included**
- **Surety bond** – Required for formal entries (shipments with value over \$2,000 or goods subject to import restrictions)
- **Documentation of pallet fumigation**

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

- **U.S. and Mexican 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 Mexico 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 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 regulated by various government agencies.