



Before you ship.

A practical checklist to prepare with your supplier and logistics team.

Shipment / reference	Prepared by / date
Origin → destination	Ready date / deadline

☐ Describe the goods: material, use, model and any batteries, liquids or temperature needs.

☐ Confirm origin and destination, exporter, importer and receiving contact.

☐ Measure packed dimensions and total gross weight; confirm package count.

☐ Agree the Incoterm, version, exact named place and service scope.

☐ Prepare the invoice, packing list and product specifications.

☐ Check permits, origin evidence and destination requirements before dispatch.

☐ Confirm cargo and document cut-offs in local time.

☐ Check quote inclusions, exclusions, validity and destination charges.

☐ Discuss cargo insurance and confirm cover before transit.

☐ Confirm delivery access, unloading, free time and container return.

Keep together: invoice, packing list, transport details and any applicable permits or origin evidence. This checklist is a preparation aid, not confirmation of cargo acceptance, clearance or insurance cover.

Need help with an unknown detail? Bring this checklist to our team.

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