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EXPORT CUSTOMS CLEARANCE ORDER

AWB: 1234567890

We will pick-up your parcel in a moment. Please provide us with the information below, so it can reach its destination smoothly and efficiently.

Remember to attach:

invoice(s)



translation

other documents
(if required)

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DESCRIBE THE GOODS IN DETAILS

ODZIEŻ: KOSZULE MĘSKIE, SPODNIE MĘSKIE, PŁASZCZE

(What is it? What is it made of? What is its purpose/function? Suggested tariff code – e.g.: shock absorber; made of steel; a car part, CN 8708 80 35)

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PLEASE INDICATE THE RELEVANT CUSTOMS CLEARANCE TYPE ⁽¹⁾<https://dhlexpress.pl/en/export-dictionary/> → COURIER CLEARANCE button → INDIVIDUAL CLEARANCE button

<input checked="" type="checkbox"/> Courier Clearance <ul style="list-style-type: none"> Allows for quick and efficient implementation of customs clearance while maintaining a minimum of formalities. Concerns goods under: 1000 EUR/1000 kg/per shipment. Is not allowed for shipments undergoing special procedures. Authorization for DHL is not required. You do not need to have an EORI number https://dhlexpress.pl/en/export-dictionary/ → EORI button. 	<p>With Courier Clearance you will not receive an automatic export statement.</p> <p>If you need clearance confirmation, contact us according to the instructions at: https://dhlexpress.pl/en/export-dictionary/ → COURIER CLEARANCE CONFIRMATION button</p>
<input type="checkbox"/> Individual Clearance <ul style="list-style-type: none"> Obligatory for value/weight over: 1000 EUR/1000kg/per shipment. In other instances based on client's submitted order only. Requires authorization for DHL, a valid EORI number and information below: <p>Export purpose ⁽²⁾:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sale <input type="checkbox"/> Shipping of free samples and specimens <p>Special procedures:</p> <ul style="list-style-type: none"> <input type="checkbox"/> → Export for repairs or replacement <input type="checkbox"/> → Export after repairs or replacement* <input type="checkbox"/> → Export for temporary admission <input type="checkbox"/> → Export after temporary admission* <input type="checkbox"/> → Return of goods (including e-commerce)* 	<p>Statements confirming Customs clearance are generated by Customs authorities and sent automatically to the e-mail addresses given in the authorization.</p> <p>If the data, on the previously submitted authorization, have changed, send us a filled out form which can be found on the website: https://dhlexpress.pl/en/export-dictionary/ → DATA UPDATE button.</p> <p>If the clearance concerns special procedure, we need additional documents. You will find detailed information here: https://dhlexpress.pl/en/export-dictionary/ → SPECIAL PROCEDURES button</p> <p>[*] If you are returning goods that had been previously imported with DHL Express, please provide the original AWB number: _____</p>

LET US KNOW WHETHER YOU ARE EXPORTING STRATEGIC GOODS

According to the terms of carriage, DHL Express must be informed whether the parcel contains strategic goods. The lack of this information indicates that the parcel does not contain dual-use goods, goods that are listed in the arms list and those subjected to restrictions under the law on foreign trade in goods, technologies and services of strategic significance for state security and for the maintenance of international peace and security.

Tick here if you are exporting strategic goods and attach this [form](https://dhlexpress.pl/en/export-dictionary/)
You can find more detailed information at: <https://dhlexpress.pl/en/export-dictionary/> → STRATEGIC GOODS button

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STATEMENT

I, the undersigned, as a person able to provide all the information necessary to complete the customs clearance declaration, hereby confirm the accuracy of the declared data

Name and surname / signature: JOHN SMITH

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PROVIDE CONTACT DETAILS FOR THE PERSON WHOM WE MAY CONTACT

Name and surname: JOHN SMITH

Telephone number: 789-456-123

E-mail: john.smith@office.eu

Order Template for Courier Clearance

1. Enter the shipment number from the waybill.
2. Describe the goods or attach an additional translation of the invoice.
3. Indicate the type of customs clearance we should perform (→ COURIER).
4. Write your name or provide a signature.
5. Provide details of a person we can contact in case we need more information regarding the shipment.

PROFORMA INVOICE

Seller/From:
Company name: XYZ SP. ZO.O.
Street: Hoża 10A
ZIP Code: 02-158
City: Warszawa
EORI: PL98765432100000

PROFORMA INVOICE
Invoice no: 0001
Date: 02.01.2023
AWB: 1234567890
Total weight: 5 Kg

Buyer/Invoice to:
Company name: CHINA BUYER CO LTD
Street: Futian 158
ZIP Code: 606542
City: Shenzhen
Country: China

Consignee/Ship to:
Company name: CHINA CONSIGNEE CO LTD
Street: Nan Shan 32
ZIP Code: 526332
City: Shenzhen
Country: China

Description of goods	HS Code	Quantity	Unit value	Total value
1. Men's Shirt	6105 90 90	2	20	40
2. Jeans Trousers	6203 42 35	2	30	60
3. Leather Coat	4203 10 00	2	40	800

Total items value: 900 PLN
Transport fee: 100 PLN
Total: 1000 PLN

Reason of export: Sample/ Value for Customs
Terms of delivery: DAP Shenzhen

FROM : Account Nr DHL: XXXXXX

XYZ SP. Z O.O.
HOŻA 10A
02-158 WARSZAWA

Phone : 48 789 456 123
Shipp. VAT: XXXXXX
Reference : 0001

TO :

CHINA CONSIGNEE CO LTD
NAN SHAN 32
526332 SHENZHEN
CHINA

Rec. VAT: XXXXXX
Phone : 86 1236549870

DESCRIPTION: DATE: 2023-01-02

Clothes - Shirt, Trousers, Coat
VALUE: 1000.00 PLN WEIGHT: 5 KG

PRODUCT:

WPX

Reproduction

DESTINATION:

PEK



AIR WAYBILL: 1234567890

(Non-Negotiable)

1



1 OF 1
Origin: KTW

Additional Info : Pick-up time + route : 2023-01-02

Bill to account : XXXXXX
DHL Service : Duties Taxes Unpaid
Reason for export :
Insurance value :
Duty and Tax account :

Extra charges
Dimensions (cm) : L: 30 W: 20 H: 25 1:DS
Volumetric weight : KG
Customer weight : 5 KG
Actual weight :