



Help us to provide you with the finest possible service by ensuring that your documentation is properly completed

Completing the airwaybill

The unique reference number for your shipment



SEABOURNE
Express Courier



SEABOURNE
Express Courier
International Bill of Lading/Airbill

DESTINATION CODE

AIRBILL No. **312** Waybill number

DATE Date

SHIPPERS ACCOUNT NUMBER/NUMERO DE COMPTE DE L'EXPEDITEUR
Your account number

SHIPPERS REFERENCE
Your reference

FROM (SHIPPER)/COMPANY NAME/
NOM DE L'EXPEDITEUR
Your Company name

ADDRESS/ADRESSE
Street address

Town and Postcode

Country

SHIPPER'S SIGNATURE/SIGNATURE DE L'EXPEDITEUR
 Your signature

SHIPPER'S NAME (PRINT)/CAGRET DE L'EXPEDITEUR ON NOM EN CLAIR
Your name

TO (CONSIGNEE) ATTN OF:
COMPANY NAME/
NOM DU DESTINAIRE
Contact name

Consignee's company name

STREET & No./
RUE ET NO./NUMERO
Street address

CITY AND POSTCODE/
VILLE ET CODE POSTAL
Town and postcode

STATE AND COUNTRY/
DEPARTMENT ET PAYS
Country

**PLEASE USE FULL ADDRESS
P.O. BOX NUMBER NOT ACCEPTABLE**

Shipments are only accepted on Seabourne Express Courier Limited's (SEC) Standard Trading Conditions which are printed on the reverse side of this Airbill

SPECIAL INSTRUCTIONS
Indicate service required and note any special requirements, contact 0870 8502020 for further information

NUMBER/ NOMBRE (QUANTITE)	DESCRIPTION OF PIECES AND CONTENTS/ DESCRIPTION ET CONTENU DES PIECES (COUS)	WEIGHT/POIDS		PRIORITY PLUS	PLEASE TICK OPTION
		KGS	GRAMMES		
	Description of goods		Gross weight of goods	09.00	<input type="checkbox"/>
				10.00	<input type="checkbox"/>
				12.00	<input type="checkbox"/>

MEASUREMENTS L x B x H CMS.

SERVICES REQUIRED (PLEASE TICK APPROPRIATE SERVICES)

SCHEDULED	PRIORITY PLUS	IMMEDIA	GLOBAL GOLD	INSURANCE REQ.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SEE BOX RIGHT				

DETAILED VALUE/VALEUR DECLAREE

VALUE FOR CUSTOMS

COURIER SIGNATURE
 Drivers signature

CONSIGNEE SIGNATURE/SIGNATURE DU DESTINAIRE

DATE AND TIME OF COLLECTION

DATE/DATE

TIME/HEURE

CONSIGNEE CONTACT TELEPHONE NUMBER

CONSIGNEE TELEPHONE NUMBER

RECEIVED IN GOOD CONDITION

1. PINK - SHIPPER 2. BLUE - ACCOUNTING 3. WHITE - DELIVERY RECEIPT 4. YELLOW - DELIVERY RECEIPT
5. GOLD - DELIVERY RECEIPT 6. GREEN - DELIVERY RECEIPT

PLEASE PRESS HARD - YOU ARE MAKING FIVE COPIES

PLEASE USE FULL ADDRESS
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The value of commercial goods for customs purposes

Total number of pieces

Pro-forma/commercial invoice checklist

5 copies of Pro-forma invoice* typed on sender's letter headed paper must accompany all non-document consignments as these are required for customs clearance outside the EU. Have you detailed?...

- Shipper's name, address and VAT number
- Receiver's name and address
- Airwaybill/consignment number
- Full description and quantity of the goods
- Value of each item and goods in total
- Value for customs purposes
- Reason for sending
- Printed name, signature, position in company of the sender and date

* For shipments destined to the Far East and South America – a commercial invoice is required

Calculation of volumetric weight

The Seabourne tariff is based on volumetric conversions laid down by the International Air Transport Association, which provide for a weight/volume ratio of 1:6 for international air freight and courier consignments. To calculate the volumetric weight of your consignment use the following formula

$$(\text{Length} \times \text{Breadth} \times \text{Height in cms}) / 6000 = \text{volumetric equivalent weight in kilos.}$$

For UK domestic and European road shipments

$$(\text{Length} \times \text{Breadth} \times \text{Height in cms}) / 3000 = \text{volumetric equivalent weight in kilos.}$$

Important information

Payment terms 14 days from invoice date, subject to the shipper holding an approved credit account.

Hazardous goods subject to restriction – contact 0870 8502020 for information.

Postal addresses The full postal address (street address) must be shown for both the shipper and consignee. Post Office box and accommodation addresses are not acceptable and we cannot be held responsible for any delays which result from non compliance with this requirement. It is also important that the consignee's telephone number is provided.

Conditions of carriage All shipments are accepted in accordance with our standard trading terms and conditions.

Duty Some international consignments may be liable to duty or local taxes. This is usually charged at destination and is payable by the consignee.

EU shipments Shipments to EU destinations are subject to VAT at current rates.

Weight Shipments must be weighed after final packing. Weight must be rounded up to next 1/2 kg. All shipments will be check weighed on arrival at our depots.