



## ***customs***



*GES is proud  
to offer our  
clients a one  
source solution  
for  
Customs and  
Transportation  
services*

## **GES Customs Services**

### **Reliable and Efficient Service**

- Experienced and reliable staff you can depend on who specialize in trade show Customs procedures
- Personnel are accessible at all times

### **Value Added Service**

- Save time and money by making fewer calls

### **Personalized Service**

- Telephone, email and fax communication
- Forms and instructions for completion in all Exhibitor Service Kits
- One-on-one Customs consultation to assist all exhibitors with their specific needs

### **On-Site Representation**

GES Customs Services representatives will be on site from the beginning of move-in and throughout the event until the last shipment leaves the trade show floor

### **Simplified Ordering**

For your convenience choose one of the ordering options available:

- Online: [www.ges.com/ca](http://www.ges.com/ca)
- Phone: 905-283-0500 or 1-877-437-4247
- Fax: 905-283-0501

**Leave all your shipping, customs clearance and furniture rentals to GES.**



# Customs / Transportation Order Form

EXAMPLE

THE ORIGINAL OF THIS ORDER FORM MUST BE COMPLETED & RETURNED TO ENSURE CUSTOMS CLEARANCE  
PLEASE ACCEPT THIS AS YOUR AUTHORITY TO PROVIDE CUSTOMS CLEARANCE AND/OR TRANSPORTATION SERVICES

WE WISH TO USE GES SERVICES  
FOR (PLEASE CHECK ONE)

Customs Clearance  
And Transportation

Customs Clearance  
Only

Transportation  
Only

## SECTION 1 EXHIBITOR AND SHIPMENT INFORMATION

Exhibitor / Company Name: ABC MACHINE COMPANY Email Address: \_\_\_\_\_

U.S. Tax # or U.S. IRS ID #: 31-2293941

Event Name & Booth #: INTERNATIONAL MACHINERY SHOW Booth #: 1430

Facility Name: MTCC - METRO TORONTO CONVENTION CENTRE - SOUTH BLDG

Shipment Date: MARCH 3, 2001 From (City): NEW YORK Carrier Name: GES LOGISTICS

It Consists of (# Cartons): 6 Weight: 1,500  lbs.  kgs.

Our Rep @ Event: BILL SMITH Staying At (Hotel): RYH - ROYAL YORK Tel: 416-368-2511

PLEASE DO NOT SHIP BY PARCEL COURIER OR MAIL - WE WILL NOT BE RESPONSIBLE FOR TIMELY DELIVERY

## SECTION 2 RETURN SHIPMENT CONSIGNMENT INFORMATION

Company Name: ABC MACHINE COMPANY

Delivery Address: 100 - 5<sup>TH</sup> AVENUE

City: NEW YORK Province/State: NEW YORK Postal / Zip: 10012-1010

Name: JOE BROWN Telephone: 212-286-2140 Fax Number: 212-286-2100

Ship Via:  Common Carrier  Our Company Vehicle  Van Line Service  Air Freight Service

## SECTION 3 CREDIT CARD AUTHORIZATION (NOTE - THIS SECTION MUST BE COMPLETED)

I hereby authorize use of the following credit card for payment of services relative to this order form

### CREDIT CARD INFORMATION MUST BE COMPLETED

Charge To:  VISA  MASTERCARD  AMERICAN EXPRESS

Credit Card Number: 123 456 789 012 Expiry: 09 / 03

Cardholder's Name: BILL SMITH Title: DIRECTOR OF SALES

Cardholder's Signature: BILL SMITH

ORIGINAL SIGNATURE REQUIRED

## SECTION 4 INVOICE / STATEMENT INFORMATION

Company Name: ABC MACHINE COMPANY

Mailing Address: 100 - 5<sup>TH</sup> AVENUE

City: NEW YORK Province/State: NY Postal / Zip: 10012-1010

Attention: BILL SMITH Telephone: 212-286-2140 Fax Number: 212-286-2100

## SECTION 5 ORDER AUTHORIZED BY

This Form Was Completed By: JOE BROWN  
( Please Print Full Name )

Title: DIRECTOR OF MARKETING Date: APRIL 17, 2001



# Customs / Transportation Order Form

THE ORIGINAL OF THIS ORDER FORM MUST BE COMPLETED & RETURNED TO ENSURE CUSTOMS CLEARANCE  
PLEASE ACCEPT THIS AS YOUR AUTHORITY TO PROVIDE CUSTOMS CLEARANCE AND/OR TRANSPORTATION SERVICES

WE WISH TO USE GES SERVICES FOR (PLEASE CHECK ONE)  Customs Clearance And Transportation  Customs Clearance Only  Transportation Only

**SECTION 1 EXHIBITOR AND SHIPMENT INFORMATION**

Exhibitor / Company Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

U.S. Tax # or U.S. IRS ID #: \_\_\_\_\_

Event Name & Booth #: \_\_\_\_\_ Booth #: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Shipment Date: \_\_\_\_\_ From (City): \_\_\_\_\_ Carrier Name: \_\_\_\_\_

It Consists of (# Cartons): \_\_\_\_\_ Weight: \_\_\_\_\_  lbs.  kgs.

Our Rep @ Event: \_\_\_\_\_ Staying At (Hotel): \_\_\_\_\_ Tel: \_\_\_\_\_

PLEASE DO NOT SHIP BY PARCEL COURIER OR MAIL – WE WILL NOT BE RESPONSIBLE FOR TIMELY DELIVERY

**SECTION 2 RETURN SHIPMENT CONSIGNMENT INFORMATION**

Company Name: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal / Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Ship Via:  Common Carrier  Our Company Vehicle  Van Line Service  Air Freight Service

**SECTION 3 CREDIT CARD AUTHORIZATION (NOTE – THIS SECTION MUST BE COMPLETED)**

I hereby authorize use of the following credit card for payment of services relative to this order form

**CREDIT CARD INFORMATION MUST BE COMPLETED**

Charge To:  VISA  MASTERCARD  AMERICAN EXPRESS

Credit Card Number: \_\_\_\_\_ Expiry: \_\_\_\_\_ / \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

ORIGINAL SIGNATURE REQUIRED

**SECTION 4 INVOICE / STATEMENT INFORMATION**

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal / Zip: \_\_\_\_\_

Attention: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

**SECTION 5 ORDER AUTHORIZED BY**

This Form Was Completed By: \_\_\_\_\_  
( Please Print Full Name )

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES**

<p>1 Vendor (Name and Address) / Vendeur (Nom et Adresse)</p> <p>ABC MACHINE COMPANY 100-5<sup>TH</sup> AVENUE NEW YORK, NY 10012-1010</p>	<p>2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada MARCH 3, 2001</p> <p>3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur) 31-2293941 (COMPANY IRS#)</p>
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<p>4 Consignee (Name and Address) / Destinataire (Nom et Adresse)</p> <p>ABC MACHINE COMPANY / BOOTH 210 INTERNATIONAL MACHINERY SHOW C/O METRO TORONTO CONVENTION CENTRE SOUTH BLDG  222 BREMNER BLVD TORONTO, ON M5V 2E6</p>	<p>5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire) NO SALE INVOLVED</p> <p>6 Country of Transshipment / Pays de transbordement N/A</p> <p>7 Country of Origin of Goods Pays d'origine des marchandises U.S.A.</p> <p style="font-size: small;">If shipment includes goods of different origins enter origins against items in 12 Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12</p>
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<p>VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?</p> <p>YES <input type="checkbox"/> OUI                      NO <input type="checkbox"/> NON</p>	<p>9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)</p>
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<p>8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada</p> <p>GES LOGISTICS NEW YORK, NY</p>	<p>10 Currency of Settlement / Devises du paiement USD</p>
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11. No. of Pkgs. Nbre. de colis	12 Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics i.e. Grade Quality Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13 Quantity (State Unit) Quantité (Préciser l'unité)	Relacement Value Valeur de Remplacement	
			14 Unit Price Prix Unitaire	15 Total
3 PCS	WOODEN CRATES-COMPUTERS (CERTIFICATE OF REGISTRATION ATTACHED)	3	\$1,000.00	\$3,000.00
1 PC	CRATE-COMPUTER MONITOR (CERTIFICATE OF REGISTRATION ATTACHED)	1	\$ 500.00	\$ 500.00
1 PC	CARTON-ADVERTISING LITERATURE	1,000	\$ 0.10	\$ 100.00
1 PC	CARTON-PLASTIC KEY CHAINS / BOOKS	50	\$ 0.50	\$ 25.00

<p>XI.1 Total Number of Pieces / Nombre total de pièces <b>6</b></p>		
<p>18 <input type="checkbox"/> If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case</p> <p>Commercial Invoice No. / No. De la facture commerciale</p>	<p>16. Total Weight / Poids total 1,500bs. <input checked="" type="checkbox"/>kgs.</p> <p>Net. Weight N/A</p>	<p>17. Invoice Total Total de la facture</p> <p>Gross Wt./ Brut 1,500 lbs</p>

<p>19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)</p>	<p>20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse) ABC MACHINE COMPANY 100-5<sup>TH</sup> AVENUE NEW YORK, NY 10012-1010</p> <p>Contact: BILL SMITH</p> <p>Tel: 212-268-2140                      Fax: 212-268-2511</p>
<p>21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)</p> <p>N/A</p>	

**CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES**

1 Vendor (Name and Address) / Vendeur (Nom et Adresse)		2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada		3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur)	
4 Consignee (Name and Address) / Destinataire (Nom et Adresse)		5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)			
		6 Country of Transshipment / Pays de transbordement			
		7 Country of Origin of Goods Pays d'origine des marchandises		If shipment includes goods of different origins enter origins against items in 12 Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12	
VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?		9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)			
YES <input type="checkbox"/> OUI		NO <input type="checkbox"/> NON			
8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada		10 Currency of Settlement / Devises du paiement			
11. No. of Pkgs. Nbre. de colis	12 Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics i.e. Grade Quality Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13 Quantity (State Unit) Quantité (Préciser l'unité)	Relacement Value Valeur de Remplacement		
			14 Unit Price Prix Unitaire	15 Total	
XI.1 Total Number of Pieces / Nombre total de pièces					
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Commercial Invoice No. / No. De la facture commerciale		Net. Weight	Gross Wt./ Brut		
19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse)			
21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)		Contact:  Tel: Fax:			