



FAX: \_\_\_\_\_ TEL : \_\_\_\_\_ E-mail : \_\_\_\_\_

Pick-up Service Authorization Form

|   |  |
|---|--|
| <b>1. Authorizing Party</b><br>Company Name: _____ Contact Person: _____<br>Contact No.: _____ Fax: _____<br>Telephone No.: _____ E-mail: _____<br>Address: _____<br>Customer Account No.: _____ Signature/Company Seal: _____                    |  |
| <b>2. Shipper</b><br>Customer Account No.(Shipper): _____<br>Company Name: _____<br>Address: _____<br>Contact No.: _____ Contact Person: _____  | <b>3. Consignee</b><br>Company Name: _____<br>Address: _____<br>Contact No.: _____ Tax ID: _____<br>Contact Person: _____                          |
| <b>4. Shipment Information</b><br>Description: _____<br>Declared Value: _____ USD<br>Pieces: _____<br>Actual Weight: _____ kg<br>Volumetric Weight (cm):   Lengt           Widt<br>h                   h           Height                         | <b>5. Payment method:</b> <b>Cash-Shipper</b><br>★Credit Account N: _____<br>★Company Name: _____<br>★Contact Person: _____<br>★Contact No.: _____ |
| <b>6. Other information</b><br>Please select to confirm whether shipper and consignee' s addresses are confidential: <u>No</u> (If not, default as "NO"). Insurance: <u>No</u><br>Shipment type : <u>Shipment</u> (If not, default as "shipment") | Other requirement : _____<br>_____<br>_____  |

Notes:

- If you authorize the shipment pickup with document in Mainland China, an additional service fee of HKD/MOP 30 or RMB 20 per shipment will be charged according to the payment area [Pickup Authorization (with document)] and pay with the freight; The entrusting party agrees to authorize SF Express to fill in and sign the relevant content of the waybill on behalf. ([Pickup Authorization (with document)] includes but is not limited to entrustment letter, pickup document, delivery note, delivery order and other paper documents, etc.)
- According to regulations of International Air Transport Association (IATA) and market conventions, the calculation method of the volumetric weight of dimensional shipments is as follows: charge according to the higher end between the dimensional weight and actual weight.
- If there is inconsistency between the declared weight and the calculated weight, you can select one of the following parties to confirm the parcel.  
 Authorizing Party    Consignee  
 Contact person : \_\_\_\_\_ Contact No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
 (We will directly use the calculated weight for transportation fee, if the reconfirm service is not chosen. If reconfirmed service is chosen, please note that a delay in transportation time may be caused, which we are sorry for the inconvenience);
- Please call to confirm after you have faxed this form to us in 30 minutes. Contact us if you are not notified the waybill No. in given time.
- Please fill in the Tax ID on the waybill if it is a Parcel to Taiwan. If there is tariff generated, it will be paid by the consignee.
- Shipment paid by shipper (third party-credit account in HK) or consignee (third party-credit account in Taiwan) are accepted when the destination is Taiwan ;
- Freight of all shipments to mainland China, HK, TW, Macao will be calculated by the newly exchange rate of our company. Please call our service hotline if more detail is needed.
- Special warehouse entrance fee; Charges are based on the area where the payer is located and no conversion is required (About the fees details, please refer to the website):
  - Pickup or deliver in Hong Kong (Warehouse, Logistics Center, Airport, Terminal, Wan Chai Convention and Exhibition Center, AsiaWorld-Expo): RMB300/ HKD300/ MOP300/ NTD1,200 per special warehousing point
  - Pickup or deliver in Mainland China (Warehouse, Pier, Airport, Exhibition Center, Logistics Company/Center): RMB100/ HKD100/ MOP100/ NTD400 per special warehousing point
  - Pickup or deliver in Mainland China (Customs Warehouse, Bonded Warehouse): RMB150/ HKD150/ MOP150/ NTD600 per special warehousing point
- Prepaid Warehousing Fees** : Except the warehouse gate charge, other fees which are caused by delivering shipments to special warehouse addresses will be reimbursed for actual expenses on the shipper.
- Please make sure all the above information is complete and correct, for any mistake may lead to delay of the delivery.