

FAX: TEL: E-mail:

Pick-up Service Authorization Form

1. Authorizing Party Company Name: Contact Person: Contact No.: Fax: Telephone No.: E-mail: Address: Customer Account No.: Pick-up Time: Signature/Company Seal:	
2. Shipper Customer Account No.(Shipper): Company Name: Address: Contact No.: Contact Person:	3. Consignee Company Name: Address: Contact No.: Contact Person: Tax ID:
4. Shipment Information Description: Declared Value: Pieces: Actual Weight: kg Volumetric Weight (cm): Length *Width *Height	5. Payment method: <input type="checkbox"/> Cash-Shipper <input type="checkbox"/> Credit Account -shipper(fill in ★) <input type="checkbox"/> Consignee <input type="checkbox"/> Credit Account-Third Party(fill in ★) ★(Credit Account No.: Company Name: Contact Person: Contact No. :)
6. Other information Please select to confirm whether shipper and consignee's addresses are confidential: <input type="checkbox"/> Yes <input type="checkbox"/> No (If not, default as "NO") Shipment type: <input type="checkbox"/> Cargo <input type="checkbox"/> Shipment (If not, default as "shipment") Insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No Other requirement :	

Notes:

1. The authorizing party agrees to authorize S.F. Express to fill in or sign on the waybill. The authorization pickup service will charge a service fee of 20 RMB per shipment.
2. 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.
3. If there is inconsistency between the declared weight and the calculated weight, you can select one of the following parties to reconfirm 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);
4. 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.
5. 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.
6. 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;
7. 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.

8. Special warehouse entrance fee

Charges are based on the area where the payer is located and no conversion is required:

The warehouse is located in mainland China:

Mainland China: 100RMB/shipment

Hong Kong/ Macau as 100 HKD (MOP)/shipment

Taiwan: 400TWD/shipment.

The warehouse is located in Hong Kong/ Macau:

Mainland China: 300RMB/shipment

Hong Kong/ Macau as 300 HKD (MOP)/shipment

Taiwan: 1200TWD/shipment.

Advance payment fee: Advance payment fee will be based on the shipment receipt

9. Please make sure all the above information is complete and correct, for any mistake may lead to delay of the delivery.