

Unit 103, Waterloo Business Centre, 117 Waterloo Road, London SE1 8UL.
Phone: 020 7921 0008 Fax: 020 7681 3279 E-mail: info@london-baggage.com

Dear Customer,

To minimize the chasing documents anomalies and improve the efficiency of London Baggage Company customer service, it would be appreciated if you could complete the checklist upon collection and send this form with all completed documentation.

Thank you!

<i>Kindly Check where appropriate</i>	
➤ Passport Copy (ID page and Visa page)	<input type="checkbox"/>
➤ Security Declaration (Packing List) Please clearly specify the destination address with contact residential landline number	<input type="checkbox"/>
➤ Standard Liability Form (Optional) I understand that by not applying for Standard Liability, London Baggage will not be responsible for any damages that might occur to my shipment. Please Initial: _____	<input type="checkbox"/>
➤ Customs Forms (Aus, NZ, SA, USA, C3 (for shipments coming to UK outside European Union))	<input type="checkbox"/>
➤ Payment Authorization Sheet (Kindly authorize a debit of amount based on the invoice we have provided you.)	<input type="checkbox"/>
➤ Pro-Forma Invoice Please clearly specify the pickup, delivery address and a detailed break down on items you are sending with their customs value.	<input type="checkbox"/>
Kindly complete the documentation as soon as possible and return it back to us to avoid any pickup delay.	
Thank you!	
<ul style="list-style-type: none">- All delivery and collections are done from ground floor- In case if volumetric weight is greater than actual weight, volumetric weight will be applied;- The weight limit for each box should not exceed 35KG	

Shipment Ref. No. B _____

Signature: _____

Date: _____