



# Required Information For Booking Deliveries To Europe.

*Palletforce are unable to carry any goods which require health or Veterinary checks. We are also unable to carry any Excise goods.*

*Before booking with us we will require a completed Direct Representation form from you, this needs to be copied onto your own company letterhead.*

When booking deliveries to European destinations you will need the following information in addition to the normal booking details:

- Exporter Information (Name, Address, Postcode, Country, VAT and EORI Numbers, Contact name, phone number and email address)
- Importer Information (Name, Address, Postcode, Country, VAT and EORI Numbers, Contact name, phone number and email address) – *If your customer doesn't have a EORI or VAT number we are unable to send these through Palletforce*
- Gross weight of the goods in KGs – *This includes packaging and pallet weights*
- Net weight of the products in KGs
- The value of the goods and the currency this is provided in
- Country of origin of the goods
- A full, detailed description of the goods
- The correct commodity codes for all items included in the shipment in the 10-digit format
- The correct customs procedure code
- The Inco terms you require (DAP Uncleared or DAP Cleared only) - *We do not offer DDP terms through Palletforce*
- The appropriate direct representation form completed by the importer (your customer); these are required for the following countries; ROI, France, Italy, Benelux and Greece. The country specific form needs to be copied onto the importers own company letterhead and completed.
- A commercial invoice containing the information as set out in our 'Commercial Invoice Requirements' document

If the above information is not provided correctly at the time of booking, it will be sent back to you. This can delay the collection of your goods; we are unable to collect goods prior to receiving Customs clearance.