



10415-A Westpark Drive, Houston, Texas 77042

ASI: 63776 | PPAI: 238818 | SAGE: 67071  
(800) 275-6387 (phone) | (713) 266-3893 (fax)

SO#: \_\_\_\_\_  
Cust ID: \_\_\_\_\_  
PO#: \_\_\_\_\_  
Order Date: \_\_\_\_\_

## International Shipment Form

### Customer Information

COMPANY NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE # \_\_\_\_\_

FAX # \_\_\_\_\_

### Ship To Information

COMPANY NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE # \_\_\_\_\_

DECLARED VALUE (VIEWABLE BY END USER) \_\_\_\_\_

SHIP DATE (NOT ASAP) \_\_\_\_\_

### Shipping Charges

Please charge Shipping Charges to:

KTI

The Following Account#: \_\_\_\_\_

ACCOUNT HOLDER COMPANY NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

Carrier: \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

Circle One: 1-3 Day 2-5 Day Ground

PHONE # \_\_\_\_\_

Shipping times are estimates &  
may not be available in all nations.

FAX # \_\_\_\_\_

### Duties, Brokerage , Taxes & Customs Fees

Please charge Duties and Customs Fees to:

Charge Duties, Brokerage, Taxes & Customs Fees to Same Acct Number as Shipping Charges  
(Not available with the Global Saver Program)

KTI By choosing KTI, you accept that a separate invoice will be submitted to you with these charges, and that said charges will be paid upon receipt of the invoice.

The use of separate accounts for Shipping Charges & Duties, Brokerage, Taxes & Customs Fees may not be allowed in certain nations.

The Following Account#: \_\_\_\_\_

ACCOUNT HOLDER COMPANY NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

Carrier: \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE # \_\_\_\_\_

FAX # \_\_\_\_\_

**PLEASE READ THE TERMS AND CONDITIONS ON THE FOLLOWING PAGE.  
SIGNATURE REQUIRED.**

SALES REP: \_\_\_\_\_

SALES ASST: \_\_\_\_\_



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## International Shipment Terms & Conditions

*Please read following terms and conditions. Your signature at the bottom of the International Shipment Form states that you acknowledge & accept the following terms and conditions.*

1. An International Shipment Form is required for each shipment with an origin and/or destination outside the USA. Each international shipment is subject to a handling charge of \$31.25 (v).
2. All required International Shipment Forms must be completed in full with accurate information before the order can enter production. This includes the Ship To Information, the Shipping Charges, & the Duties, Brokerage, Taxes, & Customs Fees sections. The client is liable for any delays or charges incurred from the failure to provide KTI Promo with complete and accurate information.
3. Orders with international shipments may not be rush orders without prior approval from a KTI Promo representative.
4. Hotel locations will only be accepted as international shipment destinations with a signed waiver of responsibility.
5. KTI Promo honors agreed upon ship dates & methods. KTI Promo is not liable for any delays in the delivery date due to natural disasters or other unforeseeable conditions.
6. KTI Promo will attempt to meet any pre agreed upon special shipping requests, e.g., using the recipient's or a third party's shipping account number, or dividing charges associated with international shipping between multiple accounts. Please note that special shipping requests may not be able to be honored in all nations. KTI Promo is not liable if a special shipping request can not be implemented due to the laws & regulations of other countries.
7. If Customs requires a recipient's importer ID or a brand authorization letter, KTI Promo will require that information at that time. The information must be provided immediately. The client is liable for any shipping delays caused by a delay in the providing of the information.
8. Modifications to the shipping instructions within 48 hours prior are not guaranteed. The client is liable for any delay of the ship date and/or added charges due to the modifications.
9. The client is liable for any incurred added charges which have not been previously agreed upon. This includes, but is not limited to special shipping requests, shipping modifications, or undeliverable shipments.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

SALES REP: \_\_\_\_\_

SALES ASST: \_\_\_\_\_