



PRIORITY

BROKERAGE SERVICES

CUSTOMS • FREIGHT • LOGISTICS

CUSTOMS CLEARANCE SERVICES

PRIORITY BROKERAGE SERVICES has all **Customs Requirements** covered, and it is recommended that you deal directly with us advice on how best to get your goods into Canada.

For Customs related inquiries, please contact: **Priority Brokerage Services 905-212-9901**
info@prioritybrokerage.ca

IMPORTANT INSTRUCTIONS & PRICING

Commercial invoices and/or a Canada Customs Invoice (attached) must be provided which includes equipment details, quantities, country of mfg., and value. Please fax or e-mail both the order form and invoice(s) to our office at 905-212-9906 or info@prioritybrokerage.ca prior to shipping. If making your own shipping arrangements, please provide us with the tracking number and write "**Notify Priority Brokerage Services for customs clearance**" on your waybill and commercial invoices. The order form (page 2) must be completed if you require customs services.

Into Canada

- Temporary import bonds. Prices will be flat fees, and no duty or taxes will have to be paid out.
- **\$425.00** per shipment up to \$500,000.00 in value.
- **\$525.00** per shipment up to \$1 million in value if applicable.
- **Expendables – Promo Items – giveaways** are taxable and will be assessed applicable duty/taxes and clearance fees.

Returns to U.S.A.

- U.S. clearance of shipments being returned to the vendor and cancellation of temporary bonds.
- **\$350.00** per shipment up to \$500000.00 in value.
- **\$500.00** per shipment up to \$1 million in value if applicable.

Return completed forms and commercial invoices by fax to 905-212-9906 or by email at info@prioritybrokerage.ca.

Questions: 905-212-9901
www.prioritybrokerage.ca



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ORDER FORM

We wish to use Priority Brokerage Services for: **(please check applicable services)**

- Transportation to Canada (complete section 1)
- Customs Clearance (complete section 1a)
- Transportation back to U.S.A. (complete section 2)
- U.S. return clearance (complete section 2a)

I authorize Priority Brokerage Services to proceed with the customs clearance and / or transportation services of our goods and services. Form completed by:

Name: _____ Title: _____

Signature: _____ Date: _____

Section 1 - Exhibitor and Shipment Information

Exhibitor / Company Name: _____

U.S. Tax # or U.S. IRS Identification: _____

Full address: _____

Phone: _____ Fax #: _____ email: _____

On-site Contact & Phone: _____

Booth #: _____

Number of Cartons /Crates/Pallets (please specify) _____

Weight: _____ pounds kilograms Ship Date: _____

Section 1 (a)–Shipment Tracking Info. (provide if shipping arrangements already made)

Shipment waybill or tracking number: _____ Carrier: _____



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Section 2 - Return Shipment Consignment Information

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____ Tel: _____ Fax: _____

Shipping hours: _____

Ship Via: Truck freight Air Freight Service

Section 2a – US Return Clearance

Please execute return clearance and temporary import cancellation.

Name: _____ Signature: _____

*****Please note – exhibitors arranging their own shipping back to the US are responsible for cancellation of temporary imports. Duty, taxes and fines will apply to temporary imports left open**.***

Section 3 - Terms of Payment (must be completed)

Methods of payment are:

- bank wire transfer (contact info@prioritybrokerage.ca for banking details)
- cash or company check payable to Priority Brokerage Services.
- Visa/MC or Amex (form attached)

*****Invoices will be issued upon receipt of this form. Payment is required prior to the start of the event**.***

Section 4 - Invoicing/Statement Information (complete only if different than above in section 1)

Company Name: _____

Address: _____

City: _____ Province/State: _____ Postal/Zip: _____

Name: _____ Tel: _____ email: _____

12-190 Britannia Road East - Mississauga, Ontario L4Z 1W6

P: 905-212-9901 | F: 905-212-9906 | info@prioritybrokerage.ca | prioritybrokerage.ca