



2601 Matheson Blvd. E #8
Mississauga, ON L4W 5A8
p. 905-212-9901 f. 905-212-9906

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

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: _____

****Please do not ship via post or parcel courier – we will not be responsible for timely delivery**.**



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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: _____ Fax: _____

Email: _____

RETURN FORMS BY FAX 905-212-9906 or by email at info@prioritybrokerage.ca



1. Vendor (name and address) - Vendeur (nom et adresse)		2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada <div style="text-align: center; font-weight: bold;">YYYY/mm/dd</div>			
4. Consignee (name and address) - Destinataire (nom et adresse)		3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur)			
		5. Purchaser's name and address (if other than consignee)			
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada		6. Country of transshipment - Pays de transbordement			
		7. Country of origin of goods	IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGIN ENTER ORIGIN AS AN ITEM IN 12 SI L'EXPÉDITION COMPREND DE LA MARCHANDISE D'ORIGINE DIFFÉRENTE, PRÉCISEZ LEUR PROVENANCE EN 12.		
11. Number of packages Nombre de colis		9. Conditions of sale and terms of payment (i.e. sale, consignment shipment, leased goods, etc.) Conditions de vente et modalités de paiement (p. ex. vente, expédition en consignation, location de marchandises, etc.)			
		10. Currency of settlement - Devises du paiement			
12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)		13. Quantity (state unit) Quantité (précisez l'unité)	Selling price - Prix de vente <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; border-bottom: 1px solid black;">14. Unit price Prix unitaire</td> <td style="width:50%; border-bottom: 1px solid black;">15. Total</td> </tr> </table>	14. Unit price Prix unitaire	15. Total
14. Unit price Prix unitaire	15. Total				
18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures <input type="checkbox"/>		16. Total weight - Poids total <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; border-bottom: 1px solid black;">Net</td> <td style="width:50%; border-bottom: 1px solid black;">Gross - Brut</td> </tr> </table>		Net	Gross - Brut
Net	Gross - Brut				
19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		17. Invoice total Total de la facture			
21. CCRA ruling (if applicable) - Décision de l'Agence (s'il y a lieu)		20. Originator (name and address) - Expéditeur d'origine (nom et adresse)			
23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez :		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case <input type="checkbox"/>			
(i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada _____	(i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada _____	25. Check (if applicable): Cochez (s'il y a lieu) :			
(ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada _____	(ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat _____	(i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur <input type="checkbox"/>			
(iii) Export packing Le coût de l'emballage d'exportation	(iii) Export packing Le coût de l'emballage d'exportation	(ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises <input type="checkbox"/>			

PRIORITY

BROKERAGE SERVICES



Credit Card number: _____

Expiry: _____

Security Code: _____

Invoice/Reference number(s): _____

Total invoice amount: _____

Name on Card: _____

Cardholder's Postal Code/Zip Code: _____

Signature: _____

I hereby authorize that the charges in reference to services provided for the above invoice/reference numbers and guarantee that charges will not be disputed after the fact. Services provided by Priority Brokerage Services were done so in good order.

****Service charges of 5% will be charged on any invoices over \$250.00 to cover the credit card admin charges****