



6400 Arlington Blvd. Suite 800  
Falls Church, VA 22042

T 800-787-1800

T 703-532-0520

F 703-532-0523

[www.northstarexpress.com](http://www.northstarexpress.com)

## WORLDWIDE AIR & GROUND TRANSPORTATION

With NorthStar on your team, international shipping is less challenging! Delivery schedules vary by country. Please call **1-800-787-1800** for delivery options and times.

*\*Prior to shipping you must open an account.*

### Shipping to most foreign destinations:

1. Complete a Schedule a Pick-upInternational form and submit online.
2. Complete a NorthStar Bill of Lading (BOL) and submit online or fax a copy of the completed
3. Bill of Lading (BOL) to **1-703-532-0523**.
4. Complete a Commercial Invoice. Fax to NorthStar at **1-703-532-0523**. The signed original and 5 copies must accompany the shipment.
5. A NorthStar representative will confirm your shipment and advise you of what Additional Forms\* that may be required.
6. When scheduling your shipment please confirm when you will be returning this material.
7. Please attach the original Bill of Lading (BOL) to the largest piece along with the original Commercial Invoice and other Additional Forms, if required.

### Additional Requirements:

1. Include exact dimensions per piece.
2. Include emergency contact information such as a cell phone or hotel phone number of your company's representative in the foreign country.
3. Pack and label your shipment carefully. Each piece should have one label with the destination address, show name and booth number. Indicate pieces by numbering 1 of 10, 2 of 10 etc.
4. Separate your material into duty free and dutiable groups on the paperwork and on pallets.
5. If shrink-wrapped or palletized, place a label on each piece as well as outside on the shrink-wrap.

### Returning from Most Foreign Destinations:

1. Complete a Schedule a Pick-upInternational form and submit online.
2. Complete a NorthStar Bill of Lading (BOL) and submit online or fax a copy of the completed Bill of Lading (BOL) to **1-703-532-0523**.
3. Complete a new Commercial Invoice. Fax to NorthStar at **1-703-532-0523**. The signed original and 5 copies must accompany the shipment.
4. A NorthStar representative will confirm your shipment and advise you of what Additional Forms\* may be required.
5. Complete a Power of Attorney authorizing a U.S. Customs broker to act as your agent. The Power of Attorney may be obtained from NorthStar.
6. Attach the original Bill of Lading (BOL), the new Commercial Invoice, and any other Additional Forms, if required, to the largest piece.

### Additional Forms\*

1. Shippers Export Declaration
2. ATA Carnet
3. Certificate of Registration
4. Power of Attorney
5. Declaration of Free Entry

**Don't risk a delay in your shipment. Speak with a NorthStar representative to find out exactly what is required to ensure your shipment arrives at its final destination on time, undamaged and intact.**

### Value Added Services:

1. Document preparation assistance
2. Commercial Invoice
3. Shippers Export Declaration
4. ATA Carnet
5. Certificate of Registration
6. Power of Attorney
7. Custom Broker Partnerships for clearance
8. VAT Recovery
9. Tradeshow consolidation