

HOW TO FILL IN YOUR ROYALE AIR WAYBILL CORRECTLY

Payer's Account Number & Shipment Details

Shipper's Account Number - Enter the Royale's account name/number that the shipment will be billed to.

Charge to - Tick the appropriate box.

From (Shipper)

Company's Name - Enter your company's name.

Address - Enter your full address including postal code and country.

Tel/Fax/Email - (Required) Enter your contact number or email. (Please list a contact number where we can reach someone if needed.)

Contact Name - Enter your name.

Shipper's Reference - (Optional) Enter your internal billing reference info. Once entered, this will also appear on your invoice.

Shipper's VAT/VAT/TVA/BTW/MWST Number - Enter shipper's VAT/TVA/BTW/MWST number where applicable.

To (Receiver)

Enter the recipient's company name, full address, postal code, country, phone number, first and last name.

Receiver's VAT/VAT/TVA/BTW/MWST Number - Enter recipient's VAT/TVA/BTW/MWST number where applicable.

HAWB#

This pre-printed number is used for tracking your shipment and correspondence.

Shipment Details

Total # of items - Enter the total number of packages in the shipment.

Total Weight - Enter the total (sum) weight of the shipment.

Dimensions - Enter the shipment's dimensions (Length x Width x Height) in cm. If the shipment includes multiple pieces, specify how many pieces exist at each set of dimensions. (Please round the dimensions of each piece of shipment upward to the nearest cm).

Pick up Hotline + 852 2218 5888

Please call this number to place your request. Our customer service representative will help you with your orders.

Special Instruction (if applicable)

(Optional) If you would like Royale to hold your shipment at the airport counter or would like a specific pick up time (e.g.: 9:00 am, 12:00 pm, Saturday, etc), tick the appropriate box. Please note that additional charges are applicable to all special requests.

HAWB#

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 PICK UP HOTLINE: +852 2218 5888			
<p>The Royale International Group Unit 1, CP1, Global Gateway (HK), 168 Yeung Uk Rd, Tseun Wan, NT, Hong Kong Tel: +852 2318 0370 Fax: +852 2819 0193 General Email: info@royaleinternational.com Sales Enquiries: sales@royaleinternational.com Website: www.royaleinternational.com</p>		<p>HAWB# 8 5 2 0 0 0 0 0 0 0 1</p>	
Payer's Account Number & Shipment Details		Special Instructions (If applicable) <i>(Please note - additional charges are applicable to all special requests)</i>	
Shipper's Acct: Charge to: <input checked="" type="checkbox"/> Shipper <input type="checkbox"/> Receiver From (Shipper) Company's Name: ABBA Corporation Address: 50 Floor, Central Plaza, 333 Central Station, Central, Hong Kong Tel/Fax/Email: +852 3333 3333 Contact Name: Mr. ABBA Doe Reference: BIL1002 Shipper's VAT/VAT/TVA/BTW/MWST Number: N/A (if applicable)		<input checked="" type="checkbox"/> 9:00 am <input type="checkbox"/> 12:00 pm <input type="checkbox"/> Saturday <input type="checkbox"/> Special Delivery (Pls specify): Shipment Details Total # of Items: 1 Total Weight (kg): 10 kg Dimensions (cm) (L x W x H): 20 (l) x 45 (w) x 30 (h) Description and Declaration Value of Commodities 100 qty - A5 corporate flyers Exhibition handouts only Not for resale Declared Value for Customs: \$ US\$40.00 <i>(Please specify currency)</i> Destination Tax and Duties Payment (if applicable) <input checked="" type="checkbox"/> Receiver <input type="checkbox"/> Shipper Shipper's Authorisation (Signature Required) Signature: <i>ABBA Doe</i> Date: 04 / 03 / 2010 I agree that Royale International Group's Terms & Conditions of Carriage as set forth on the front and reverse hereof apply to this shipment. Note: The Royale International Group can not deliver to P.O. Box addresses. All shipments will be sent under normal arrangement of Prepaid door to door courier unless specified by shipper. If the recipient or third party fails to pay duties and taxes, the shipper is responsible for payment of all charges incurred for the shipment stated in this air waybill.	
To (Receiver) Company's Name: DOO Corporation Address: Level 50, 501 Elizabeth Street, Sydney, Australia NSW 2000 Tel/Fax/Email: +61 2 9888 8888 Contact Name: Miss Doo Deer Receiver's VAT/VAT/TVA/BTW/MWST Number: N/A (if applicable)		Delivery Details Origin: HKG Destination: Flight/ Date: Pick Up Details Staff Name/ Code: Pick Up Date: Receiver Print Name: Signature: Delivery Date: Time: Notes:	
HAWB# 8 5 2 0 0 0 0 0 0 0 1		www.royaleinternational.com	

Description and Declaration Value of Commodities

Description - Enter an exact and complete description for each commodity and indicate if it is for resale or not.

Declaration Value for Custom - Please enter the declared value (even if it not sold for resale) of the contents of your shipment. This amount must agree with the value shown on the commercial invoice.

Destination Tax and Duties Payment (if applicable)

All shipments including personal gift and exempted items may be subject to Custom charges. Please tick off whom these charges will be applicable to. Should the boxes be left unchecked or if the recipient fail to pay duties and taxes; the sender is responsible for payment.

Shipper's Authorisation (Signature)

(Required) This air waybill must be signed and dated by the sender or the company's representative.

CONTACT US:

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Kowloon Bay, HK

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General Email: info@royaleinternational.com
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