

# ACCURATE SOUND REPRODUCTION SERVICES

## Shipment Info Required & Instructions for U.S. Clients

Select **Fill & Sign** from the sidebar | **Tab** to navigate to each single line response | **Enter** to complete larger sections.

### SHIPPER DETAILS

Name	
Residential Address	
Residential Address	
Contact phone no.	
Email address	
Email or Cell Phone for UPS Notifications	
Schedule a pickup? Same or alternate address? Special instructions.	
Drop-off at a UPS Customer Care Centre?	

### PACKAGE DIMENSIONS & WEIGHT

Box Size L x W x H – in inches	
Weight – in pounds	

### COUNTRY OF ORIGIN

Country of Origin of the Manufacturer	
IF made in the U.S.A., will need the Name, Address (Place of Production), Phone, and Email of the manufacturer .	

### VALUE OF SHIPMENT

Total Value in USD	
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Note: depending on the value of shipment, we may need your Tax ID/EIN/VAT No. for the commercial invoice. This is a requirement to satisfy U.S. and/or Canadian Customs. Will advise.

### BRIEF DESCRIPTION OF THE SHIPMENT

Name of Headphones and/or Model No.	
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Important Note: It's best to ship the headphones in its carry case if it has one, and then securely package the case within a box made of strong cardboard. Don't forget the ear pads and cable(s).

## SHIP INSTRUCTIONS

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\* Accurate Sound will generate all the export documents needed to clear U.S. & Canada Customs. \*

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First ensure there are no other shipping or tracking labels attached to your package. (per UPS)

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Print the **ship label**.

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Print and sign the **customs documents**: commercial invoices (3), and the EEI Data and Certificate of Origin forms if sent.

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\* Fold in half and insert the **ship label** into a clear plastic ship envelope and attach it to the box. It is also permissible to "affix the folded label using clear plastic shipping tape over the entire label."

\* Fold in half and insert the following into a separate clear plastic ship envelope in the order below and affix it on top of the shipping box.

EEI Data (if generated with the commercial invoices)

Commercial Invoices (there are 3 in all)

Certificate of Origin (if given)

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Any UPS access point, store, or customer care center or UPS driver should be able to provide clear plastic envelopes as needed. Alternatively, use large resealable Ziploc-type bags.

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Scanners must be able to read through both envelopes. Do affix the 2nd envelope in a way that customs agents can easily see and access the customs docs. Try not to affix the envelopes over the sealed flaps of the box so that customs has unencumbered access should an inspection occur.

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If making a drop-off, make sure the UPS representative scans the ship label into the system. They should ask for your e-address or cell number, so you receive notifications on the shipment. Accurate Sound also enters your e-address or cell phone number into the UPS tracking system to keep you informed on the progress of the shipment.

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