

# CUSTOMS ORDER

## IMPORT INSTRUCTIONS

### Please return to:

DHL HUB Leipzig GmbH, Customer Database Coordinator, Postfach 11 11, 04431 Schkeuditz

**Fax:** +49 (0)341/4499 88 6104, **Telephone:** +49 (0)341/4499 4480, **E-Mail:** lejhubcdb@dhl.com

\_\_\_\_\_  
Company

\_\_\_\_\_  
Street, No.

\_\_\_\_\_  
ZIP, City

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Contact

\_\_\_\_\_  
EORI No. / customs number (ATLAS)

\_\_\_\_\_  
DHL Express account number

\_\_\_\_\_  
VAT-ID No.: DE

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-Mail

### Release of goods for free circulation (customs clearance of incoming goods) \*

We hereby authorise and commission DHL Hub Leipzig GmbH, hereinafter DHL for short, to implement customs clearance for shipments imported via DHL on our behalf and for our account (direct representation) as part of the agreements specified in detail for the customer.

We are eligible for deduction of prior VAT:  Yes  No

Please provide, where available, catalogues of merchandise and any permits required for customs clearance purpose or valid, reliable customs tariff information etc.

We attach hereto a list of the most common goods that we import, including the eleven-digit tariff code number.

\* Free service inclusive of three customs tariff positions per incoming shipment

Further information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Information for the customer:

As part of the power of attorney in respect of customs clearance conferred upon it, DHL shall disburse any charges, duties, taxes, fees etc., on behalf of the customer, however it shall not be obliged to do so and may, at its own discretion, refuse to clear shipments through customs in a particular case if valid reasons exist. Invoiced amounts shall be due for payment within seven days. Any complaints must be filed in writing, addressed to the DHL address on the invoice, enclosing copies of the customs receipt that is the subject of the complaint, within ten days of receiving the invoice. We are aware that DHL's activities as our representative have a direct legal effect with regard to us.

\_\_\_\_\_  
Name (in capital letters)

\_\_\_\_\_  
City, date

\_\_\_\_\_  
Valid customer signature

\_\_\_\_\_  
Company stamp