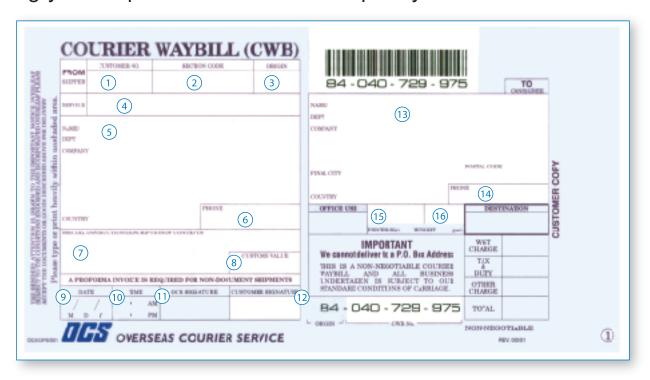


WORLDWIDE How to fill in your Courier Waybill

This simple guide will help you to fill in your Courier Waybill (CWB) enabling your shipment to be delivered quickly



- 1. Your OCS Worldwide account number. This will be printed on your waybills
- This area is for your own section code. You can have up to 14 digits in your code and it will be listed on your invoice to enable departmental costings.
- 3. Country the shipment was sent from.
- 4. Complete the section specifying the service you require.
- 5. Details of the consignor / shipper. (This will also be printed on the waybills you will receive).
- 6. Please include your phone number.
- 7. You must write description of contents, even for shipments within the European Union. e.g. 'Printed artwork'
- 8. The customs value and currency must always be filled in even when below duty value.
- 9. The date the consignment is sent N.B. the order is Month / Day / Year.
- 10. Time of sending the consignment.
- 11. Driver's signature.
- 12. Your signature.
- 13. The name and address of the consignee (receiver). You will need to complete this section in order for the delivery to be made. All details should be correct and as accurate as possible. (P.O.Box details are unacceptable without a telephone number)
- 14. The telephone number of the consignee is vital. If the receiver is not there when OCS Worldwide attempts to deliver the item, we may call to arrange a further delivery.
- 15. Number of pieces attached to the CWB number. This ensures no parts are lost or separated.
- 16. The weight of the shipment. This will be confirmed when the package reaches the OCS Worldwide offices.

For more help please call Customer Service on 0845 678 9800

To speed up customs clearance:

For shipments going outside of the European Union (EU), customs require an original Pro Forma Invoice and 3 copies.

Blank Pro Forma Invoices can be downloaded from the forms page of our website at www.ocsworldwide.co.uk

Details given on the invoice must match those given on the Courier Waybill. We also recommend that you put an original copy of the Pro Forma inside the shipment.

For some destinations and goods you may need to complete additional customs forms.

These forms can be obtained from our website, www.ocsworldwide.co.uk or by calling Customer Service.