

Pick-up Service Authorization Form (Hong Kong)

1. Authorizing Party	
Company Name:.....	Contact Person:.....
Tel:.....	Fax:.....
Address:.....	
Signature/Company Seal:.....	
2. Shipper(HK) Pick-up time:.....	3. Consignee
Company Name:.....	Company Name:.....
Address:.....	Address:.....
.....
Tel:..... Contact Person:.....	Tel:..... Contact Person:.....
.....	Tax ID:.....
4. Shipment Description:	5. Payment Option
Declared Value:..... Pieces:.....	<input type="checkbox"/> Shipper <input type="checkbox"/> Consignee
Weight:..... kg	<input type="checkbox"/> 3rd Party Account(HK/Macau)
Volumetric Weight (cm):	★A/C No.:.....★Company Name:.....
Length.....*Width.....*Height.....	★Contact person:.....★Tel:.....
Bill of Lading No.	•Tick both Shipper and 3 rd Party Account if it is paid by 3 rd party monthly account;
	•The 3 rd Party Account is only for HK/ Macau account customers, and information marked with★ need to be filled in.

Remarks:

1. If discrepancy exists between the declared weight and the calculated weight, Contact person:Tel:Fax: will be contacted to reconfirm the freight charge. If customer chooses not to reconfirm, we will collect the charge based on the original shipment weight
2. According to the regulations of International Air Transport Association (IATA) and market conventions, the calculation method of the volumetric weight of dimensional shipments is as follows: charge according to the higher end between the dimensional weight and actual weight.
3. Please fax the form to (852) 2317 0397 or mail to szcs@sf-express.com before 16:00 from Mon. to Fri. (15:00 for Non Industrial / Commercial Areas) and before 13:00 on Saturday. Pickup Authorization Service is not available on Sunday or holidays. Normally parcels will be sent out on the same day of pickup, while those picked up in ports, exhibition centers and the airport will be sent out in the next morning.
4. Charges will be settled at the latest exchange rate announced by S.F. Express when necessary.
5. Shipments sending to Remote Areas or Non Industrial / Commercial Property are subject to a surcharge of HKD30 /shipment respectively.
6. On top of the fee collected by warehouses, a HKD300 Special Warehousing Service Charge applies to each shipment picking up from / delivering to warehouses in Hong Kong. Special Warehousing Service Charge for each shipment sending to specific areas such as the Airport, Piers, and Exhibition Centers is HKD500.
7. Fuel surcharge is imposed on all shipments shipping from Hong Kong / Macau / Taiwan to Mainland China, Hong Kong, Macau and Taiwan.
8. Please call (852) 2730 0273 to confirm order in 30 minutes after faxing the form. Waybill number can be obtained in the next morning after 10:00am through calling us at (852) 2730 0273.
9. Should you have any inquiries, please contact our Customer Service Hotline at (852) 2730 0273.