

### Pick-up Service Authorization Form (Macau)

<b>1. Authorizing Party</b>	
Company Name:.....	Contact Person:.....
Tel:.....	Fax:.....
Address:.....	
Signature/Company Seal:.....	
<b>2. Shipper(HK)</b> Pick-up time:.....	<b>3. Consignee</b>
Company Name:.....	Company Name:.....
Address:.....	Address:.....
.....	.....
Tel:..... Contact Person:.....	Tel:..... Contact Person:.....
.....	Tax ID:.....
<b>4. Shipment Description:</b> .....	<b>5. Payment Option</b>
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 <sup>rd</sup> Party Account if it is paid by 3 <sup>rd</sup> party monthly account;
	•The 3 <sup>rd</sup> 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 parcel. If customer doesn't choose to reconfirm, we will collect the freight based on the weight of the original package.
2. According to 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 (853)2843 2700 or mail to [szcs@sf-express.com](mailto:szcs@sf-express.com) before 16:00 from Mon. to Fri. and before 13:00 on Saturday. Service is suspended on Sunday or holidays. Parcels delivered to Hong Kong will be sent out on the same day of pick up, while other shipments will be sent out the next day, For more information please call our service hotline.
4. Charges will be settled by the latest exchange rate announced by S.F. Express that month if needed. For more information please call our service hotline.
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 (853)2873 7373 to confirm after 30 minutes you fax the form. Call (853)2873 7373 after 10:00 the next day if you want to get the waybill number.