



Tel: 0800 088 830 Fax: 02-6619-0066 Email: 001service@sf-express.com

Pick-up Service Authorization Form (Hong Kong)

Fields in red * are required

1. Authorizing Party: Company Name*: _____ Contact Person*: _____ Tel*: _____ Fax*: _____ Signature/Company Seal*: _____ Address*: _____	
2. Shipper (HK) (Pick-up time: _____) Company Name*: _____ Address*: _____ Tel*: _____ Contact Person: _____	3. Consignee: Company Name*: _____ Address*: _____ Tel*: _____ Contact Person*: _____ Tax ID*: _____
4. Shipment Description*: _____ Declared Value*: _____ Pieces*: _____ Weight*: _____ kg Volumetric Weight (cm): ____ Length × ____ Width × ____ Height Bill of Lading No. : _____	5. Payment Option*: <input type="checkbox"/> Shipper <input type="checkbox"/> Consignee <input type="checkbox"/> 3rd Party Account (HK/Macau) ★A/C No. : _____ ★Company Name: _____ ★Contact Person: _____ ★Tel: _____ <ul style="list-style-type: none">● Tick both Shipper and 3rd Party Account if it is paid by 3rd party monthly account;● The 3rd 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 02-66190066 or mail to 001service@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 collected from or delivered to Hong Kong's Non-Industrial / Commercial Locations or Hong Kong's Remote Areas will be subject to HKD30 service charge. Payment method of the above service charges can be bounded with the shipping charges (either paid by shippers or receivers).
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. Should you have any inquiries, please contact our Customer Service Hotline at 0800 088 830.