

Laptop Dispatch Checklist

Pre Shipment	
<input type="checkbox"/>	Research Local Regulations
<input type="checkbox"/>	Determine the de minimis threshold.
<input type="checkbox"/>	Consider insurance.
<input type="checkbox"/>	Choose a shipping method.

Documentation	
<input type="checkbox"/>	Customs Brokerage Receipt (if applicable)
<input type="checkbox"/>	Commercial Invoice
<input type="checkbox"/>	Electronic Export Information (EEI)
<input type="checkbox"/>	Packing List (contents in the package)
<input type="checkbox"/>	Certificate of Origin
<input type="checkbox"/>	Bill of Lading (BOL) or Airway Bill (AWB)
<input type="checkbox"/>	Shipping Receipt
<input type="checkbox"/>	Insurance Certificate (if applicable)
<input type="checkbox"/>	Export License (if applicable)
<input type="checkbox"/>	Import License (if applicable)
<input type="checkbox"/>	Proof of VAT/GST Registration (if applicable)

Packaging

- Bubble wrap it, use packing peanuts.
- Remove the battery (if removable)
- Package the accessories in a separate box.
- Make sure the address is correct
- Make sure to add electronics and fragile label

Communication

- Notify recipients with tracking details.
- Keep in contact with the recipient until the very end.

Post-Shipment

- Monitor shipment via tracking.
- Provide customs clearance support.
- Follow up with recipients.

Happy Shipping