

Easy steps to fill up Speedpost Parcel Consignment Note

Indicate the service type you require

Speedpost Parcel-Consignment Note

Speedpost
by Singapore Post

Air Parcel
 Surface Parcel

CC 4 1 0 5 1 0 7 7 2 S G



Quote this shipment number for enquiries

CC 410510772 SG

CP72

Quote your consignment note number to track your shipment

1 From (Sender)

Name: _____ (required)
Tel: _____
Company Name: _____
Email: _____
Address: _____
Country: _____ **Postcode:** _____ (required)
Sender Ref: _____
Acct No: _____ **Cost Centre:** _____

2 To (Recipient)

Name: _____ (required)
Tel: _____
Company Name: _____ (if applicable)
Email: _____
Address: _____
City: _____ **Postcode:** _____ (required)
Country: _____

3 Category of Item

Package Saver 5kg *Please indicate:* Sample Merchandise Others _____

4 For Customs Declaration - To avoid delay, please provide full description. For non-documents, please attach a separate invoice for all contents.

Content Description	Quantity	Weight	Value (SGD)	HS Tariff No.	Country of Origin
1					
2					
3					
Total					

Harmonized System (HS) codes are used by customs authorities around the world to classify trade products for the application of duties and tax. The basic HS codes for general categories contain 6-digits. Please ensure you complete accurately for customs clearance purpose.

5 Instructions to Speedpost - If none selected, options marked with '+' are assumed

(A) For items not delivered

Return to Sender (at Sender's Expense)+
 Treat as Abandoned and Dispose

(B) Enhanced Liability - For items lost/damaged in Transit

I accept SingPost's limited liability in accordance with the Parcel Post Regulations+
 I wish to take up enhanced liability of Amount: SGD _____

(C) Duties / taxes (if any) to be paid by

(For selected countries)
 Recipient+
 Sender

6 Sender's Agreement

I certify that this shipment does not contain any cash, prohibited or dangerous goods. All information declared is true and accurate. I accept the Terms and Conditions of carriage as stated overleaf.

Signature _____
Date / Time _____

For Official Use

Collection by

Cash Cheque; Amount: SGD _____

Postman ID _____ Date/Time _____

Acknowledgement of Receipt

I confirm shipment is received in good condition.

Signature / Company stamp _____

Name _____

Date and Time _____

For enquiries, please call 1800-222 5 777 or visit our website www.speedpost.com.sg

1 Give us your details

4 Provide your content details

2 Tell us who you are shipping to

5 Indicate your special instructions

3 Indicate your item type

6 Accept and sign here

DELIVERY OFFICE'S COPY