

DHL EXPRESS IMPORT ROUTING ORDER AUTHORIZATION

Email To: Shipper

Email: _____
 Company Name _____
 Attn. _____
 Address _____

 Postcode/Zip Code _____ Phone _____

Please use this **DHL Payer Account Number** when sending shipments to the delivery address authorized by the payer (account holder).



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Using this account number means the Payer (account holder) is responsible for payment of all transport and insurance costs, including any additional charges for shipments they have authorized the shipper to make.

Email From: Payer (account holder) & Delivery To:

Company Name _____
 Attn. _____
 Address _____

 Postcode / Zip Code _____ Phone _____
 Email Address: _____

Special Instructions: _____

The Payer (account holder) authorizes the Shipper to use their account number for shipments on an ongoing basis.

The Payer (account holder) authorizes the Shipper to use their account number for single shipments on a one-by-one basis.

Follow these three simple steps to ensure all shipment charges are billed directly to the Payer (account holder).

- 1 Write the DHL Payer Account Number (see above) on a DHL Waybill as bill to receiver.**
 The DHL Express MyDHL+ online system can be used to make the waybill: <https://mydhl.express.dhl>
- 2 Complete the DHL Waybill (and if necessary a commercial invoice for declarable goods).**
- 3 Contact your local DHL office to arrange a collection.**
 Pickups can also be scheduled using MyDHL+ <https://mydhl.express.dhl>.

Routing Order Confirmation

Payer's (account holder's) Confirmation

Please send all air express shipments to the delivery address using DHL Express service. Please use our DHL Payer Account Number, which has been set up for this purpose, only described above. We will accept and be responsible for shipment transportation charges sent under this routing order.

Payer's (account holder's) Signature _____ Date _____

Shipper's Confirmation

We will adhere to the Payer's (account holder's) requests and will keep their account number confidential and all future air express shipments, as detailed above, will be shipped on the listed DHL Payer Account Number via DHL Express. We understand we will be held liable for any charges for which the payer's account is used beyond the limits of this authorization and without the Payer's approval. (Shipper: Please sign below, and return a copy to the Payer (account holder) as confirmation.)

Shipper's Signature _____ Date _____