



International Business Profile

Taking Kiwi businesses to the world.



Welcome to International Express

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WE TAKE CARE OF EVERYTHING FOR YOU FROM DOOR-TO-DOOR DELIVERY, CUSTOMS CLEARANCE AND REAL-TIME TRACKING.

Because of the strength of the New Zealand Couriers network, your consignment never leaves our control. We provide a seamless, continuous service – from your door to virtually anywhere in the world.

TWO EASY WAYS TO IMPORT

Whether you're importing regularly from your overseas suppliers or you need to arrange a one-off consignment, New Zealand Couriers makes it easy. In addition to cloud-based electronic solutions, we offer:

Regular Order (for routing imports).

A Routing Order is a simple way to organise your freight when you're importing regularly from an overseas supplier. Once this order is completed, it gives your supplier permission to send items to you through your New Zealand Couriers account.

Receiver Pays Form (for one-off imports).

A Receiver Pays Form is used for adhoc, one-off or irregular import requests. You can simply complete the receiver pays form online, email or fax it through to the International Helpdesk, who will then organise the collection of your goods. The International Helpdesk will monitor your consignment from request to delivery, and keep you informed along the way.



OUR RANGE OF INTERNATIONAL COURIER SERVICES INCLUDE:

International Express (export and import)

When you need to get it there fast, you need International Express.

- Export to 220+ countries
- Import from 170+ countries
- Door-to-door delivery during business hours
- 24-48 hour delivery to main centres in Australia*
- Three-to-four day delivery to main centres in Europe, Asia and the US*
- Includes Customs clearance fees**

* Subject to Customs

** Receiver is responsible for duties/taxes that may be incurred on shipment

Contact New Zealand Couriers on **0800 655 010** to confirm which centres are subject to those service levels.

International Economy (export and import)

With a slightly slower delivery time, International Economy provides a cost effective delivery solution.

- Available to key export and import destinations
- Door-to-door delivery during business hours
- Minimum chargeable weight of 10kg (export only)

Special Services (export and import)

Because businesses have diverse needs, we're ready to deliver just about anything! Our Special Services cater for your time-sensitive, large, heavy or unusual shipments. We can also take care of your consignments that need special handling.

- Priority shipping for time-critical deliveries
- Large, heavy or unusual shipments
- Fragile goods and high value items
- Medical supplies and hazardous materials
- Tailor-made solutions for every unique requirement

Priority Service (export and import)

When your consignment is extra-important, Priority Service ensures it will receive priority handling throughout its journey and automatic confirmation of delivery.

- Available on all International Express and Economy Services for an additional cost

Enhanced Liability Cover

For extra protection of your valuable goods, additional cover is available on any international service. Whilst we take the utmost care of your goods, we strongly recommend our customers have their item(s) covered. The cost-effective pricing is as follows:

Documents up to \$750:	\$10.00
Parcels up to \$1,000:	\$25.00
Parcels over \$1,000:	2.5% of the declared value of the goods on the Commercial Invoice

*Please see website for latest pricing.



OUR EXTENSIVE NETWORK COVERAGE – WHICH CONNECTS BUSINESSES BOTH LOCALLY AND GLOBALLY – PROVIDES OUR CUSTOMERS WITH A STREAMLINED AND FULLY-COMPREHENSIVE SERVICE.



INTERNATIONAL

The following information provides maximum weight restrictions for our various services:



INTERNATIONAL EXPRESS

Individual piece weight:*	25kg
Total consignment weight:	500kg
Maximum piece dimensions:	1.5m(w) x 1.5m(h) x 1.5m(l)
No dangerous goods.	

*Although there is a maximum piece weight of 25kg, you may have multiple items on one consignment note. The total consignment must not exceed 500kg.

INTERNATIONAL ECONOMY

Individual piece weight:	25kg
Maximum palletised weight:	1000kg
Total consignment weight:	7000kg
Maximum piece dimensions:	1.5m(w) x 1.2m(h) x 1.8m(l)

Asia

Individual piece weight:	25kg
Maximum palletised weight:	1000kg
Total consignment weight:	7000kg
Maximum piece dimensions:	1.2m(w) x 1.5m(h) x 1.8m(l)

Canada and USA

Individual piece weight:*	25kg
Total consignment weight:	500kg
Maximum piece dimensions:	1.2m(w) x 1.5m(h) x 1.8m(l)

*Restriction remains the same for palletised or non-palletised items

All other countries

Individual piece weight:	25kg
Maximum palletised weight:	500kg
Total consignment weight:	500kg
Maximum piece dimensions:	1.2m(w) x 1.5m(h) x 1.8m(l)

NB: Please check with your local branch for pick-up on any item over 25kg. Items in excess of 25kg may need to be dropped off or an extra charge may be incurred.



AIRFREIGHT

Bridging the gap between courier and consolidated airfreight this service is designed for larger shipments while still providing the added value of full trackability. This service is available to key export/import markets. Please contact your account manager or the International Helpdesk for more information.



cost effective  A full range of services to meet your budget needs.



HOW TO COMPLETE A COMMERCIAL INVOICE

For Customs purposes, a Commercial Invoice must be completed for each non-document consignment you send overseas, and four copies of this form are required to be sent together with each New Zealand Couriers International Consignment Note. Commercial Invoices can be downloaded or completed online through our website nzcouriers.co.nz.

Please complete:

- The receiver's full details including a contact name
- Record the Consignment Note number, and the number of packages you are sending
- A full description of the goods (e.g "sample" or "gift" is not acceptable)
- The NZ Customs Client Code (only required for shipments valued NZ\$1,000 or more)
- Your International Commercial Terms (INCO) either Duty Delivery Paid (DDP) or Duty Delivery Unpaid (DDU)
- The number of items enclosed
- The unit value of each piece
- The total value by product (i.e the number of items x unit value)
- The total invoice value of all items
- State the country from which the goods originated (i.e where they were manufactured)
- Give the reason for export (e.g sale, repair, gift)
- Write your company's name and address, print your name, sign and date



COMMERCIAL INVOICE

SECTION A - RECEIVERS DETAILS

1. Ship to (Company Name): _____
 Address: _____
 Town/City (including State if applicable): _____
 Contact name: _____
 Contact phone: _____ Alternative contact number: _____
 Contact e-mail: _____

2. Consignment Number: _____
 Carrier name: *CJ-New Zealand Couriers International and / or TNT Express Worldwide*
 Senders Contact Phone Number: _____ E-mail address: _____

3. Full Description of Goods: _____
 Number of Packages: _____ Weight (total): _____
 Dimensions (cm): _____

3. Full Description of Goods	6. Number of Items	7. Unit Value	8. Total Value

4. Export Tariff Code: _____ 5. Customs Client Code: _____ 9. Total Value: _____

SECTION B

10. INCO Terms -Customs Charges (please tick one): DDU (RECEIVER PAYS) DDP (SHIPPER PAYS)

11. Country of Manufacture: _____

12. Reason for Export (please tick one): Sale Repair and Return Promotional Item Gift
 Other (please specify): _____

13. I declare that the above information is true and correct to the best of my knowledge.
 Name and Address of Shipper: _____
 Signature: _____

14. For and on behalf of the above name Company.
 Position held in Company: _____
 Signature: _____ Date: _____
 Name (printed): _____

“DOWNLOAD ALL INTERNATIONAL DOCUMENTATION FROM: NZCOURIERS.CO.NZ”

MAKING DELIVERIES TO YOUR CUSTOMERS SIMPLE AND COST EFFECTIVE.



If you have an ecommerce site selling to Australia or the USA, ePost is ideal – there's no need for a trip to the post office, you can send your items fully tracked to certain destinations and there's an online management system that makes organising shipments super-simple.

Or to somewhere else in the world?

You can also use our ePost system to send untracked items globally and your courier will still come and collect your freight which can be tracked within New Zealand. You receive the same great cost benefits of this hybrid courier/mail service as you are able to send freight through the global mail system with New Zealand Couriers taking care of the hassles for you.

How does it work?

Your courier picks up your ePost items, we get them to the airport where we pass them along to our global postal partners to complete the delivery.

To make shipping even easier, we also have an online system you can use to print address and courier labels. This also functions as a digital record book so you'll be able to easily keep track of all your shipments and deliveries.

Our tracked ePost service is for items valued under NZ\$1,000. There is no added cost or time delays for formal clearances and customs paperwork is kept to a minimum. However, if you do have shipments valued over NZ\$1,000, we can still help you out – just ask!

Our untracked global ePost service, as the name suggests, does not offer the ability to view the status of the delivery once it has left New Zealand and transit times are indicative. Your parcel will normally be delivered within 10-18 working days, however there can be delays beyond our control.

Key benefits

- Simple pricing structure – pay for what you need
- Reduced customs requirements – and the support of an expert team for any issues
- Track and trace systems – for peace of mind you don't get with a standard postal service
- Insurance cover – up to a maximum of \$250 plus freight



EPOST. A COURIER POSTAL HYBRID AT COMPETITIVE PRICES.



BRINGING OUR FULL SUITE OF INTERNATIONAL PRODUCTS TOGETHER IN A SINGLE CLOUD-BASED SOLUTION.

Easy to use, our web-based ticketing application will enable you to print your own International Consignment Notes in just a few mouse clicks. Able to be tailored to your particular freight requirements, it requires minimal maintenance with integration readily available to multiple ecommerce platforms.

The convenience of online tracking, reporting and email notification functionalities will save you valuable time and will streamline your international shipping.

Key benefits

Customisable

- Can be tailored to suit the particular freight requirements of your business. Consignments can be assigned your own reference numbers such as purchase orders, invoices or job numbers, and you can allocate your freight charges to different cost centres within your business.

Smart

- Provides comprehensive reporting on all shipping transactions, giving you greater control on freight costs and cost recovery.

Helpful

- Integrated track and trace means you can easily track deliveries online.

Simple

- Can be interfaced directly into your pick and pack / accounting systems, significantly reducing despatch labour requirements.

Secure

- All customer data and delivery information is securely stored online. And because it is web based, you don't have to worry about large amounts of data being kept on your system or losing your address book if your computer crashes.



To find out how we can help sort out your courier requirements, drop us a line at nzcinternational@nzcouriers.co.nz, or give us a call today on 0800 655 010.

- ✓ **Convenient**
One account, one dedicated team for all your courier needs.
- ✓ **Committed**
An extensive international network spanning over 220 countries.
- ✓ **Cost effective**
A full range of services to meet your budget needs.

we've got it sorted ✓



Printed in New Zealand using environmentally friendly paper and inks.

**NEW ZEALAND
COURIERS**
we've got it sorted ✓

TOITŪ



ISO 14064-1
ORGANISATION

We are successfully measuring and working to minimise our operational greenhouse gas emissions in accordance with ISO-14064-1

nzcouriers.co.nz
International Help Desk / 0800 655 010
nzcinternational@nzcouriers.co.nz
V.A.N. Bookings / 0800 692 68