

SENDER INFORMATION		RECIPIENT INFORMATION					
PRINT NAME		COUNTRY					
BUSINESS (IF APPLICABLE)		STATE/PROVINCE/OTHER (IF APPLICABLE)					
ADDRESS 1		PRINT NAME					
ADDRESS 2		BUSINESS (IF APPLICABLE)					
CITY		ADDRESS 1					
STATE		ADDRESS 2					
ZIP CODE		ADDRESS 3					
PHONE NUMBER		CITY					
REFERENCE NUMBER (IF APPLICABLE)		PROVINCE		POSTAL CODE			
CONTENT DESCRIPTION (GENERAL):		E-MAIL / PHONE NUMBER / FAX NUMBER					
CHOOSE POSTAGE RATE: (CLERK TO FILL OUT) <input type="checkbox"/> PRIORITY MAIL EXPRESS FLAT RATE ENVELOPE <input type="checkbox"/> PRIORITY MAIL EXPRESS FLAT RATE LEGAL ENVELOPE <input type="checkbox"/> PRIORITY MAIL EXPRESS FLAT RATE PADDED ENVELOPE <input type="checkbox"/> PRIORITY MAIL EXPRESS FLAT RATE BOX <input type="checkbox"/> PRIORITY MAIL EXPRESS RATE BOX		IF NON-DELIVERABLE: <input type="checkbox"/> TREAT AS ABANDONED <input type="checkbox"/> RETURN TO SENDER <input type="checkbox"/> REDIRECT TO ADDRESS BELOW:					
<input type="checkbox"/> PRIORITY MAIL FLAT RATE SMALL ENVELOPE <input type="checkbox"/> PRIORITY MAIL FLAT RATE LETTER ENVELOPE <input type="checkbox"/> PRIORITY MAIL FLAT RATE LEGAL ENVELOPE <input type="checkbox"/> PRIORITY MAIL FLAT RATE PADDED ENVELOPE <input type="checkbox"/> PRIORITY MAIL FLAT RATE SMALL BOX <input type="checkbox"/> PRIORITY MAIL FLAT RATE MEDIUM BOX <input type="checkbox"/> PRIORITY MAIL FLAT RATE LARGE BOX <input type="checkbox"/> PRIORITY MAIL BOX PRIORITY RATE		CONTENTS - CHECK ONE BOX: <input type="checkbox"/> COMMERCIAL SAMPLE <input type="checkbox"/> MERCHANDISE <input type="checkbox"/> GIFT <input type="checkbox"/> RETURNED GOODS <input type="checkbox"/> DOCUMENTS <input type="checkbox"/> SAMPLE <input type="checkbox"/> OTHER					
<input type="checkbox"/> FIRST CLASS LARGE ENVELOPE <input type="checkbox"/> FIRST CLASS PARCEL		INSURED AMOUNT IF REQUESTED INSURED VALUE(IF APPLICABLE): \$					
DETAILED DESCRIPTION		QUANTITY	ITEM VALUE	WEIGHT		TOTAL VALUE	TOTAL WEIGHT
(examples: pants, shirts, shoes, cookies, books, toy train)				LBS.	OZ.		
CHOOSE AN ASE EXEMPTION: Exemption/Exclusion Legend. In order to comply with U.S. Census Bureau Foreign Trade Regulations, check the box "NOEEI 30.37(a) or "NOEEI 30.37(h)." Use the following explanations to help determine your choice:							
<input type="checkbox"/> NOEEI 30.37(a) may be used when the value of each class of goods is \$2500.00 or less, when an export license is not required. The Exemption/Exclusion Legend may never be used for items sent to Cuba, Iran, North Korea, Sudan or Syria.							
<input type="checkbox"/> NOEEI 30.37(h) may be used for gift parcels or humanitarian donations destined to certain sanctioned countries (as of 8/2009, this includes Cuba, Iran, North Korea, Sudan and Syria), if the package complies with the conditions set forth in 15 CFR 740.12.							
DATE:				SIGNATURE:			