



COMMERCIAL ITEMS SHIPPING SERVICE GUIDE

AM2 TRADING – INTERNATIONAL MOVING AND CAR FORWARDING SERVICE

AMT TRADING PLT

Tel : +6011-5259-6262

E-mail : service@am2trading.com

GUIDE FOR AM2 INT. MOVING SERVICE

WHAT TO DO

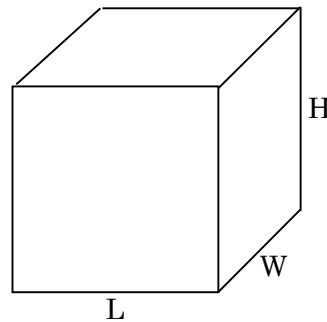
1. After booking online through our website, you will receive auto reply email from us. Sometimes our email are marked as spam by email provider. Be sure to check your spam mailbox and unspam us if you see it. This is really important to make sure no missing information from both sides.
2. Pack your items in firm boxes.
3. **#IMPORTANT#** Please write your unique tag code with box number directly on your boxes with permanent marker. After that, print out “Tagging Template” (replace with your unique tag code) and stick it using cellophane tape on the box. Kindly refer Pic. 1 below for this instruction.
4. Edit the tagging template code and print out your Tagging on A4 paper. Only stick one Tagging paper per box.
5. Do not write other personal info such as name, phone number or address on your box or tagging paper except what is requested. Stick your tagging paper firmly and cover all of it surface with cellophane tape to protect it.
6. Wrap your boxes with “Stretch Film” (refer Pic 2) and “P.P Band” (refer Pic 3) to make sure your items are secure.

7. For items that are too big for normal box, please use several boxes and join it using cellophane tape and P.P band. After that, wrap it using stretch film and do not forget to do tagging. Or you can just cover it with multiple layer of bubble wrap.

PARCEL SIZE

1. From our past experiences, we noticed that parcels with smaller size box are not strong enough and can break during shipping process. This is really troubling for us and for customer too as broken box can damage items inside while this will cost extra time for us to resort it again in another box. This is same for multiple small parts that are not compiled together. Some of it can get lost usually due to tagging paper detached from it. This will make confusion during items being surrender to customer and maybe delay in process.
2. For above reasons, we decided to make it compulsory for parcel size to be as mentioned below:

PARCEL SIZE MUST BE 140cm AND ABOVE



Parcel size = Length + Width+ Height
(total must be 140cm and above)

3. For items that have box with size smaller than 140cm, please compile it in box with size 140cm or above.
4. For big item that do not fit in normal box, as mentioned earlier please compile it using several boxes or you can wrap it in multiple layer using bubble wrap. Parcel size for these items should also be no less than 140cm.



Pic. 1 Tagging paper example (UH) and number of the box (06)



Pic 2. Stretch film available at local home centre



Pic 3. PP Band and PP Band Stopper available at homecenter



Pic. 4 Example on how to use PP Band

RULES AND REGULATION

1. It is responsibility of customer to make sure items in boxes are the same as declared in Declaration form. Failure to comply with this rule might cause your items being seized by custom officer at Port Kelang.
2. Dangerous, flammable and explosive items are strictly prohibited from using our service. AM2 Trading reserves all rights to accept and reject items that are not complying with this rule.
3. AM2 Trading and our customers are subjected to Japan and Malaysia Law. Please obey regulation and law at both countries.

DECLARATION FORM

DECLARATIONS DETAILS

| | | | |
|-------------------|--|----------------------|--|
| SHIPPER NAME : | | CONSIGNEE NAME: | |
| ADDRESS IN JAPAN: | | ADDRESS IN MALAYSIA: | |
| JP TELEPHONE NO : | | MY TELEPHONE NO : | |

| PARCEL NO | CONDITION (in box/not) | WEIGHT (kg) | PARCEL DIMENSION (cm) | | | DESCRIPTION | QTTY | UNIT PRICE | TOTAL PRICE |
|--------------|---------------------------|----------------|--------------------------|--------|--------|-----------------|-------|------------|-------------|
| | | | WIDTH | HEIGHT | LENGTH | | (pcs) | (yen) | (yen) |
| 1 | IN BOX | 25 | 100 | 80 | 200 | Car accessories | 5 | ¥2,500 | ¥12,500 |
| | | | | | | Helmet | 2 | ¥15,000 | ¥30,000 |
| | | | | | | Exzos | 1 | ¥3,000 | ¥3,000 |
| | | | | | | Bike parts | 6 | ¥800 | ¥4,800 |
| | | | | | | Car headlamp | 1 | ¥13,000 | ¥13,000 |
| 2 | IN BOX | 15 | 100 | 80 | 200 | Car accessories | 5 | ¥2,500 | ¥12,500 |
| | | | | | | Helmet | 2 | ¥15,000 | ¥30,000 |
| | | | | | | Exzos | 1 | ¥3,000 | ¥3,000 |
| | | | | | | Bike parts | 6 | ¥800 | ¥4,800 |
| | | | | | | Car headlamp | 1 | ¥13,000 | ¥13,000 |
| 3 | NOT IN BOX | 8 | 200 | 80 | 200 | Estima seat | 1 | ¥800 | ¥800 |
| | | | | | | | | ¥1 | ¥0 |
| | | | | | | | | ¥1 | ¥0 |
| | | | | | | | | ¥1 | ¥0 |
| TOTAL | | | | | | | 31 | | ¥127,400 |

PARCEL DIMENSION SHOULD BE MEASURE PRECISELY. AMT TRADING WILL ISSUE INITIAL INVOICE BASED ON VOLUME CALCULATED HERE. FINAL INVOICE WILL BE BASED ON ACTUAL VOLUME CONFIRMED AT WAREHOUSE

TOTAL PRICE BETTER BE BELOW 200,000 JPY FOR TAX EXEMPTION

2016年 2 月 4 日

納品書

ESTIMATE

AMT TRADING PLT

ご請求金額

EXAMPLE

| 品番・品名 | 数量 | 単価 | 金額 |
|--------------------------|-----|----------|----|
| クロスナレッジ株式会社扱い | | | |
| MR EXAMPLE | | | |
| 貨物個数 (NUMBER OF PARCELS) | 5 個 | | |
| | | | |
| | | | |
| | | | |
| | | | |
| 備考： | | 小計 | |
| | | 消費税 (8%) | |
| | | 合計金額 | |