**AGENT DISPATCH FORM / CHECKLIST**

|  |  |
| --- | --- |
| Date: {{date}} | |
| To: {{pickup\_apc}} | From: {{name}}  [suppintl@worldcourier.com](mailto:suppintl@worldcourier.com) |
| Job #: {{job\_num}} | Airline MAWB: {{mawb}} |
|  | Airline Closeout: {{pickup\_date}} |
| {{route}}   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | *DEPARTURE AIRPORT* | {{dep\_apc}} |  |  |  |  |  |  |  |  | | *FLIGHT 1 TO* | {{xfer}} | *AIRLINE* | {{airline}} | *FLIGHT#* | {{flight1}} | *DEPART DATE AND TIME* | {{dep\_date\_time}} | *ARRIVE DATE AND TIME* | {{arr\_date\_time}} | |  |  |  |  |  |  |  |  |  |  | | |
| **Markings/Labels/Tags Required on Package:**  Attach signed Invoices to MAWB along with a copy of the HWB.  And send a copy of all documents, MAWB signed, HAWB, signed Customs Invoice, Packing lists, any other documentation with shipment to: [Documentation@worldcourier.com](mailto:Documentation@worldcourier.com) AND [SUPPINTL@WORLDCOURIER.COM](mailto:SUPPINTL@WORLDCOURIER.COM) | |
| **Pre-export Checklist**  **Please complete this section and fax or email back to WC with all signed Export Documents** | |
| **Documents verification:**   1. Please remind the shipper to include the following original signed documents with shipment/package. Check of each box as confirmation this step was done.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Package verification:**  1. Is the package(s) labeled or marked with the shipping and delivery address?  Yes  No (If NO, make sure the shipper labels/marks the package(s) with the shipping and delivery address before accepting the shipment).  2. Does the address match the shipper and consignee address on the HAWB?  Yes  No | |
| **Dangerous Goods:**  1. Is the package(s) marked and labeled correctly?  Yes No (If NO, contact World Courier immediately)  2. Are sets of dangerous declarations with the shipment?  Yes No (If NO, contact World Courier immediately) | |
| **Dry Ice (if applicable)**:  Is the quantity of dry ice shown on the MAWB the same as the quantity of dry ice labeled on the package(s)?  Yes No (If NO, contact World Courier immediately) | |
| **Tendering:**  Please confirm that the correct shipment was tendered by writing the job number and checking the box provided:  Job # \_\_\_\_\_\_\_\_\_  Confirmed, correct shipment tendered. | |
| **Please email or fax copy (516-354-2637) of the following documents within (1) one hour of tendering the shipment to the airline:**  Copy of the MAWB # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ signed by the airline.  World Courier HAWB  Customs/commercial/pro-forma invoice (if international shipment)  Other documents (specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |