

Requesting an International Freight Quote

When a freight quote is required for a project, the Rep completes the following:

- 1) Submit discount request through the CAPS file. This will capture the product and date of request for freight.
- 2) If specific product is required to ship together resulting in more than one shipment per order, please submit a separate discount request with product required for each shipment.
- 3) Email CAPS file with the discount request number to your customer service team along with the following requirements:
 - Destination port / airport
 - Insurance required?
 - Transit time being requested
 - Legalization required?
 - Letter of Credit
 - Certificate of Origin
 - Direct Collection Letter
 - Demurrage (ocean only)
 - Transship/ Direct vessel (ocean only)
 - Steamship line preference (ocean only)
 - Port of loading (ocean only)

Upon receipt of the freight rate from the service provider, we will provide your “freight quote” by sending an email notification via the discount system. This will secure a freight rate valid for 30 days via air or 60 days via ocean. The order will need to be placed within this validity period or rates will expire.

Any changes to product or freight requirements will automatically be subject to actual freight costs or an updated freight quote.