

# DHL International Booking Request Form



**Please complete this form in full.**

Email the completed form to the DHL Falkland Islands using: [dhl.admin@commerce.co.fk](mailto:dhl.admin@commerce.co.fk)

## Origin Shipper

DHL will schedule a courier to collect the shipment in the origin country. As the requestor it is your responsibility to inform the shipper that they will need to prepare the waybill and customs invoices (if applicable) on your behalf.

Please note that this is a request, however a response should be received within 24 hours to confirm receipt and that it has been actioned.

---

## Account

Acc. No: 960 308 330 ..... Company: Falkland Islands Chamber of Commerce .....

Authorisation Name: Lee Summers .....

Tel: +500 22264 ..... Email: manager@commerce.co.fk .....

---

**Requestor** - Please provide your contact details so we can keep you informed.

Service required: Air  Please note: DHL FI only offers Air Service

Your name: .....

Tel: ..... Email: .....

---

**Collection** - Where is the collection to be organised FROM.

Company: .....  
If applicable

Address: .....

City/Town: ..... Region/State: .....

Post/Zip Code: ..... Country: .....

Contact Name: .....

Tel: ..... Email: .....

Collection Reference: .....  
If applicable

# DHL International Booking Request Form



**Delivery** - Where is the collection to be organised TO.

Company: .....

If applicable

Address: .....

City/Town: .....

Region/State: .....

Post/Zip Code: .....

Country: .....

Contact Name: .....

Tel: .....

Email: .....

**Shipment** - Enter the details of the shipment being sent.

Time available for collection: .....

Number of items: .....

Total weight of shipment (kg): .....

(If multiple boxes and not on a pallet, please list individual weights)

Dimensions of shipment (cm): .....

(Per Piece/Pallet)

Contents of shipment: .....

Replacement value of shipment (£): .....

Insurance: Yes / No

Where at the collection location do you need the shipment collected from?

Reception  Front Door  Back Door  Loading Bay  Other: .....

Has the Shipper got a completed waybill? Yes / No

Has the Shipper got full and completed invoices? Yes / No

**Additional Information** - Please add any further information needed for collection.

.....  
.....  
.....  
.....



# DHL International Booking Request Form



## Additional Services

- Faster delivery options of Time Definite Express 9am or Time Definite Express 12noon are offered on many destinations. These can be checked with DHL Customer Services in the origin country. Should you require a timed service, please inform the shipper to select the agreed option on the waybill.
- Insurance is a minimum charge of £12.00GBP which will provide cover for values up to £800GBP, and calculated at 1.5% of the value of the goods over £800GBP

## Alternative ways of shipping

- Did you know that by providing your shipper with the (95/96) account number; they can easily contact their local DHL Customer Services and request a same-day collection? Your (95/96) Import Express account number is recognised throughout the DHL network.
- Did you know that you can use your (95/96) Import Express account number on MyDHL+? MyDHL+ is an electronic shipping tool that gives users full control of their imports. For more information please contact your account manager, or go to [www.mydhl.dhl.com](http://www.mydhl.dhl.com) to register your 95/96 account for immediate use.

For any queries regarding this collection, contact 0844 248 0861 and ask for the Service Desk.

---

“In submitting this Remote Collection Request, I confirm that I am the Account Holder or am authorised by the Account Holder to make this request. I accept that all costs and charges for this service will be billed in adherence to the Account Holder’s Agreement with DHL, I also understand that DHL’s Terms & Conditions will apply, (please visit [www.dhl.co.uk](http://www.dhl.co.uk) for more information).”

---