

## **Instructions for preparing Customs Power of Attorney**

1. Check the appropriate box as per your company in the upper right corner.
2. Include your current telephone & fax number.
3. Include full name of Corporation next to “Doing Business as” field.
4. Federal Identification Number (IRS)
5. State of Incorporation in “Organized under the laws of the state of.”
6. Business Address in “Principal place of business”
7. Full name of Corporation
8. Usual signature of person signing. Must be signed by corporate officer  
(President, vice-President, Secretary/Treasurer.
9. Title of person signing
10. Two witnesses (Optional)
11. Date

**Please submit the following information. We must have an accurate and up to date power of attorney in order to comply with U.S. Customs requirements. We will not be able to process your shipment without this document.**