

# CHAPTER 4 PREPARING FOR THE SHIPMENT

It is very important to take time, and make an informed decision about the way in which your goods will be shipped to their destination. Remember that quoted rates, delivery times, and quality of service vary considerably between different carriers.

## **CHECKLIST FOR CARRIER/MODE SELECTION**

### **Service Characteristics**

- ✓ Does the carrier offer different levels of service?
- ✓ What are their characteristics? (price, transit time, guarantees, quality)

### **Pricing**

- ✓ What is the rate for the package to the destination?
- ✓ Where is the nearest rate break?
- ✓ Does the rate include pick-up and delivery?
- ✓ Are there extra costs for customs brokerage, local handling, documentation pick-up, delivery etc.?
- ✓ If shipping C.O.D., are there extra charges?
- ✓ Are there any discounts available? (Frequency of shipment, etc.)
- ✓ Is insurance included in the rate?
- ✓ What is the maximum value, and are there limits imposed by the package destination?
- ✓ What is the cost of extra insurance?

### **Size Limits**

- ✓ What dimensions are the maximum permitted?
- ✓ What is the maximum weight?
- ✓ How do these vary by destination?