

- a description of the goods;
- a list of freight and other charges;
- the number of B/Ls in the full set; and
- the carrier's official acknowledgement of receipt on board of the goods for shipment.

One set of these documents should be kept by the exporter, one should go to the importer and one to the customs broker.

IMPORT PERMIT

Import permits are currently required for about 300 items, some of which may be subject to import quotas. The list includes used machinery, cars, trucks, tractors and parts, some luxury goods and some agricultural items that are considered vital to Mexico's economy, such as some beans and powdered milk, natural gas, petroleum and gasoline, some chemicals and pharmaceuticals, as well as firearms.

These permits are issued by the *Secretaría de Comercio y Fomento Industrial (SECOFI)*, Secretariat of Commerce and Industrial Development. Delays are possible, and import permits have a time limit of nine months. In some cases, it may be necessary to have letters of valuation, which are authorized and endorsed abroad by a Mexican Consulate. It is not advisable to begin shipping goods until it is clear that a licence will be issued.

US TRANSIT AND EXPORTATION BOND

This bond is required by American authorities if the shipment is passing through American territory.

PACKING LIST

When more than one package is being shipped, a packing list is necessary unless the commercial invoice is detailed enough to provide this information. The list will include the number of packages and a detailed list of the contents of each package. The packing list should include net, gross and legal weight of each package, as well as of the total shipment. It should also include the volume or measurement of each package and of the total shipment. All of these measurements should be in metric units. A minimum of four, and up to seven copies may be needed, depending on the mode of transportation.