



## FrontWest Customs Brokerage & Services LLC

40430 Van Born Rd

Canton, MI 48188

PH: 734.725.3282

imports@frontwestcb.com

[www.frontwestcb.com](http://www.frontwestcb.com)

### Documentation requirements:

- Completed Power of Attorney form
- Commercial invoice (or proforma invoice) & packing list  
*Per CBP at a minimum, an invoice should:*
  1. Describe the item clearly, in English
  2. Give the quantity
  3. State the value, including the currency
  4. Country of Origin (where the item was made)
  5. Name of the business or person selling the merchandise
  6. Location of the business or person selling the merchandise
  7. Name and address of business or person buying the merchandise, and if different from the importer
  8. The U.S. address of the person or business the goods are being shipped to
  9. Incoterms

Additional information might be required, depending on the commodity being imported

- Copy of Airwaybill (air shipment) or Bill of Lading (sea shipment)
- For live animals only:  
Pet Passport / Veterinary Certificate / Proof of vaccinations  
Documents for live animals should be received no later than 10am day of arrival  
Pictures of documents usually are not of good quality and may delay the entry of your shipment  
Most public libraries and places such as Fedex Kinko provide scanning/emailing services
- ***Make sure that all documentation submitted is legible and information required as requested is provided***
- E-mail this coversheet and requested documents to: [imports@frontwestcb.com](mailto:imports@frontwestcb.com) (in PDF format)

Payment methods accepted are cash and credit card (4% processing fee will be added to credit card transactions).

Carrier fees are not included, unless requested and quoted.

Delivery quote available upon request.

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### CARRIER INFORMATION

Carrier Name: \_\_\_\_\_ tracking # \_\_\_\_\_

### BASIC CUSTOMER INFORMATION

Name: \_\_\_\_\_ Phone# \_\_\_\_\_

E-mail: \_\_\_\_\_