



FRONTWEST CUSTOMS BROKERAGE & SERVICES LLC

40430 Van Born Rd

Canton, MI 48188

PH: 734.725.3282

imports@frontwestcb.com

www.frontwestcb.com

Personal imports / Personal effects / Documentation requirements:

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.

- Completed Power of Attorney form
- Commercial or proforma invoice 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
 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
- ** for textiles, please provide material details and provide the "manufacturer" information (complete address)
- Copy of airline's airwaybill
- 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 **(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.

Payment is due at time of service.

CARRIER INFORMATION

Carrier Name: _____ tracking # _____

BASIC CUSTOMER INFORMATION

Name: _____ Phone# _____

E-mail: _____

SAMPLE - blank proforma invoice

Ref#

Date

Shipper:

Complete name and address

Consignee:

Complete name and address

Qty:

Description:

Rate: Amount:

Total: (currency) amount

Country of origin:

Additional information / manufacturer of textile:

Printed name & signature

Instructions for Completion of the Customs Power of Attorney Form:

- 1) Customs ID #, IRS or EIN# or Social Security #
 - a. Corporation, LLC or Partnership – provide IRS or EIN#
 - b. Individuals or Sole Proprietor with no EIN# - provide SS#
 - c. Foreign corporations – Customs ID # or if none, leave blank

- 2) Full Legal Name
 - a. Corporation, LLC or Partnership - Full Legal name of company
 - b. Individuals – Last Name first, then First and Middle Name
 - c. Sole proprietors – same as Individual

- 3) State of incorporation - If an Unincorporated Sole proprietorship, skip and go to (4)

- 4) If doing business under another name ONLY (filing document needs to be provided)
 - a. Individuals – state “INDIVIDUAL”
 - b. Corporations/Partnerships/LLC – state your company type

- 5) Full Legal Name of DBA

- 6) Residential Address – INDIVIDUALS ONLY – Must be accurate mailing address – No P.O. Boxes

- 7) Business Address – Corporations/LLC/Partnerships/Sole Proprietors– Must be accurate mailing address
- 8) Full Legal Name of Person Signing (see item 10)

- 9) Signature

- 10) Title of Person Signing
 - a. Corporation – MUST be an officer of the corporation (Pres, VP, Sec or Treas.)
 - b. LLC – ALL Types – MUST be an Officer or Manager with legal right to bind the LLC
 - c. Sole Proprietor or Individual - indicate Sole Proprietor or Individual

- 11) Date

DOCUMENTATION REQUIREMENTS:

Identification:

ALL - Driver's License

INDIVIDUALS/SOLE PROPRIETORS:

- Social Security Card copy or proof of SS number
- Non U.S. Citizens (in addition) copy of Passport and Visa

CORPORATIONS/LLCS/PARTNERSHIPS:

- Proof of Incorporation or Articles of Organization or Partnership Agreement or Member Agreement (Validates authorization to legally bind P.O.A.)
- Statement of Information (Declaration of Corporate Officers-Yearly)
- Proof of DBA Filing (stamped and dated by the state where filed)
- IRS letter assigning company EIN number

****If you are a foreign entity, you must complete the corporate certification with TWO Officers' signatures.**



POWER OF ATTORNEY FORM

Check appropriate box:

- Individual
- Partnership
- Corporation / LLC
- Sole Proprietorship

Customs I.D. No, IRS/EIN# or SSN: _____

KNOWN ALL MEN BY THESE PRESENTS: That, _____
(Full Name of person, partnership, or corporation, or LLC or sole proprietorship (Identity) a corporation doing business under the laws

of the State of _____ or a _____ doing business as

_____ residing at _____ having an
office

and place of business at _____, hereby constitutes and appoints FrontWest Customs Brokerage & Services LLC, a LLC organized under the laws of the State of Michigan, its members, its employees, and/or specifically authorized agents, to act for and on its behalf as a true and lawful agent and attorney of the grantor for and in the name, place and stead of said grantor, from this date, in the Customs port of (all), United States (the "customs territory"), either in writing, electronically, or by other authorized means, to: Make, endorse, sign, declare, or swear to any customs entry, withdrawal, declaration, certificate, bill of lading, carnet or any other documents required by law or regulation in connection with the importation, exportation, transportation, of any merchandise in the customs territory, shipped or consigned by or to said Grantor; Perform any act or condition, which may be required by law or regulation in connection with such merchandise deliverable to said Grantor; to receive any merchandise; Make endorsements on bills of lading conferring authority to transfer title; make entry or collect drawback; and to make, sign, declare, or to swear to any statement or certificate required by law or regulation for drawback purposes, regardless of whether such document is intended for filing with Customs; Sign, seal, and deliver for and as the act of said Grantor any bond required by law or regulation in connection with the entry or withdrawal of imported merchandise or merchandise exported with or without benefit of drawback, or in connection with the entry, clearance, lading, unlading or navigation of any vessel or other means of conveyance owned or operated by said Grantor, and any and all bonds which may be voluntarily given and accepted under applicable laws and regulations, consignee's and owner's declarations provided for in section 485, Tariff Act of 1930, as amended, or affidavits or statements in connection with the entry of merchandise; Sign and swear to any document and to perform any act that may be necessary or required by law or regulation in connection with the entering, clearing, lading, unlading, or operation of any vessel or other means of conveyance owned or operated by said Grantor; Authorize other Customs Brokers duly licensed within the territory to act as Grantor's agent; to receive, endorse and collect checks issued for Customs duty refunds in Grantor's name drawn on the Treasurer of the United States; if the Grantor is a nonresident of the United States, to accept service of process on behalf of the Grantor; And generally to transact Customs business, including filing of claims or protests under section 514 of the Tariff Act of 1930, or pursuant to other laws of the territories, in which said Grantor is or may be concerned or interested and which may properly be transacted or performed by an agent and attorney; Giving to said agent and attorney full power and authority to do anything whatever requisite necessary to be done in the premises as fully as said Grantor could do if present and acting, hereby ratifying and confirming all that the said agent and attorney shall lawfully do by virtue of these presents; This power of attorney to remain in full force and effect until the ____ day of _____, 20_____, **(IF completed, needs to be at least 1 year out)** or until notice of revocation in writing is duly given to and received by grantee (if the donor of this power of attorney is a partnership, the said power shall in no case have any force or effect in the United States after the expiration 2 years from the dates of its execution).

Signatory certifies that he/she has full authority to execute this power on behalf of the Grantor.

Payment due to FrontWest Customs Brokerage & Services LLC for services are due upon time of service, unless other arrangements are made ahead of time, in writing.

IN WITNESS WHEREOF, the said (complete printed name of signer) _____

caused these presents to be sealed and signed:(Signature) _____

(Capacity / title) _____ Date _____

If you are the importer of record, payment to the broker will not relieve you of liability for U.S. Customs and Border Protection charges (duties, taxes or other debts owed Customs and any additional Other Government Agencies) in the event the broker does not pay the charges. Therefore, if you pay by check, Customs and Border Protection and Other Government Agency charges may be paid with a separate check payable to the "U.S. Customs Service" which shall be delivered to Customs and Border Protection by the broker. Importers who wish to utilize this procedure must contact our office in advance to arrange timely receipt of duty checks.