



Shutter Template

COMPANY INFORMATION			
Company Name: _____			
Address: _____			
City: _____		State: _____	Zip: _____
Telephone: _____		Fax: _____	
Contact Person: _____			
SHUTTER TEMPLATE FORM			
Company Name	_____	Norman International Account #	_____
Side Mark	_____	P.O. #	_____

Please indicate which carrier you will be using to send the template(s).

FED EX UPS PRIORITY MAIL OTHER _____

Tracking No. _____ Date Sent: _____
(Please provide tracking # given to you by shipping carrier.)

Please include this form in the package being sent to the China factory, and fax a copy to Norman International Company at 866-228-3689.

Factory Address

Attn: Chad (Shutter Factory)
Company Name: Zhao Feng (Dong Guan) Window Fashions Co., Ltd
Address: SongYuan Industrial Park, QiShi Town,
DongGuan City, GuangDong Province
China 523517
Tel: +86 769 86716666

*NOTE

When sending templates to China, please keep in mind that the customer will be responsible for all accessorial fees. Accessorial fees include all duties and taxes.

What value should I declare for my template?

The customer should use their own judgment to decide what the fair market value is for their template. Keep in mind that a 17% tax will be applied to the total amount of the template value and CIF (Cost-Insurance-Freight) combined.

Typically NIC customers will note the following on a customs form under **Value for Customs:**

PAPER DOCUMENT ENCLOSED (NO VALUE, NOT FOR COMMERCIAL RESALE)