



Unit N Dorset Road, Saltley Business Park, Saltley, Birmingham B8 1BG

0121 327 4936

www.linklinexpress.co.uk

Date : 19/01/2021

Dear Valued Customer

Thank you for the business you have entrusted to Linkline Express Services Ltd, which is very much valued and appreciated. Despite the challenges of Covid-19 the business is working tirelessly to continue to provide sector-leading services and we will continue to work through the challenges we face in 2021.

Linkline Express Services Ltd is committed to providing your business with a quality freight solution and has, therefore, put measures in place to ensure we offer a continued service to all our International locations, including Southern Ireland following Brexit.

Pall-Ex has already added the additional information needed into our Core Operational System, Nexus. These will be visible through your MyNexus Account. We will need the following from you in order to process your consignment successfully:

Export and Import from UK (to include freight going to and coming from Republic of Ireland)

- Exporter EORI Number (GB number)
- Importer EORI Number
- Goods value
- Commodity code(s) – these classify goods for import and export (gov.uk)
- Commercial invoice
- Pallet dimensions
- Net and Gross weight
- VAT Number
- Confirmed International commercial terms otherwise known as Incoterms
- Authorisation form for Customs broker to do clearance (attached to this letter)

Once all the relevant fields have been completed within your MyNexus account and submitted, Pall-Ex's broker will receive all the consignment data and the process for export will start automatically.

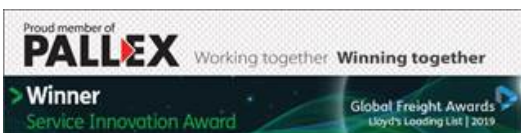
If any of the information provided is incorrect it will result in failed export declaration status and you will be contacted by our customer services team for the additional information needed.

If everything is correct, the system will return an export declaration and change your shipment status that will result in enabling you to print the label. You will be automatically notified when the labels are ready to be printed. Please print the International labels as you would standard domestic pallet labels and prepare your consignment for collection.

The Pall-Ex network will not be accepting freight into the network that does not have an approved label attached.

Due to the required customs procedures for any International freight movement as of 1st January 2021, each customer will have a customs clearance surcharge added to their approved rates. This is **£35.00** for export declaration and **£45.00** for Import clearance per consignment. All charges are subject to Incoterms.

All European manifest cut-off times are 1400 hrs. This is to ensure all paperwork and clearances are completed before the network cut off times and to enable us to ensure trunking to the hub.



Company Reg: 4424250

Vat No: 655125249





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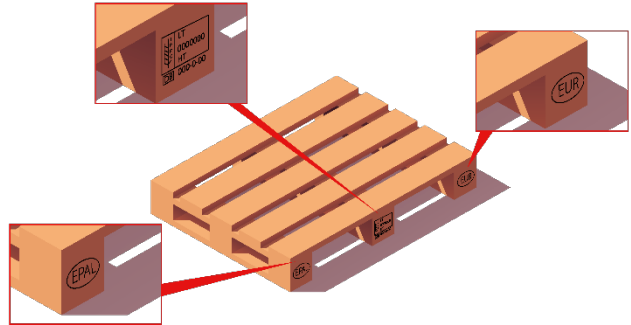
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Preparing your pallet

As the UK will no longer be part of the EU, all Wood Packaging Material (including pallets) crossing the UK border will need to be ISPM15 compliant (heat-treated to a certain standard and stamped with two clear markings).

All wood packaging materials moving between the EU and other countries are subject to official checks on a risk-targeted basis and must meet ISPM15 international standards. The graphic opposite highlights the stamps needed on an ISPM15 approved pallet.



Insurance

All consignments moving through the Pall-Ex network will be insured under the Contract for the International Carriage of Goods by Road (CMR). The carrier by road is liable for loss or damage of the goods being transported. It is your responsibility as the customer booking in the consignment to obtain additional insurance should you need it.

Export to Northern Ireland

Although Northern Ireland is still part of UK, there is some additional information required for any shipments going out to Northern Ireland. Failing to provide any of the information below may cause delays in shipping your freight.

- Exporter GB EORI Number
- Exporter XI EORI Number
- Importer GB EORI Number
- Importer XI EORI Number
- Commercial invoice
- Goods description
- Pallet dimensions
- Net and Gross weight
- Country of origin
- Also please make sure you are registered on the Traders Support Service
- **Due to the increased administration costs to prepare information for the Traders Support Service (TSS) there is an additional charge of £15.00 per consignment from 19/01/2021**

The Sales and Admin team can quote for additional levels of insurance, but this would be on an ad-hoc, per consignment basis. Please email: admin@linklinexpress.co.uk for this information

If you have any questions about the updated International information needed or would like to speak to someone directly please contact me, havley@linklinexpress.co.uk or the customer services team on admin@linklinexpress.co.uk Telephone: 01213274936

Kind regards,

Hayley Bagley

Hayley Bagley

Commercial Manager for and on Behalf of Linkline Express Services Ltd



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