How to send documents to Customs Broker

For ocean shipments – customs broker must have hard originals of bill of lading and other documents in their hand

Bill of Lading – receive 3 originals and 2 copies – send first 2 originals and 1 copy to customs broker – keep third original and 1 copy here (just in case courier ever got lost)

Invoice – receive 3 originals – send 2 originals to customs broker – keep 1 here

Packing slip – receive 3 originals – send 2 originals to customs broker – keep 1 here

Insurance – receive 3 originals and 2 copies – send first 2 originals and 1 coy to customs broker – keep third original and 1 copy here.

Certificate of Origin – usually only receive 1 original – make 2 photo copies – send the original and 1 copy to customs broker – keep 1 copy here.

Send original documents to customs broker by courier – keep the tracking number (print out) from the courier pick up with the copies of documents you hold back.