



Personal Mail International, Inc.

5 Cold Hill Road South, Suite 28

PO Box 311

Mendham, N.J. USA 07945-0311

800 548-3622 973 543-6001

www.pmipmi.com askpmi@pmipmi.com

September 2009 PMI Printed Matters Holiday Edition

Receiving Gift Packages Overseas

Packages should arrive at PMI 3 weeks before a holiday. We will make every effort but cannot guarantee overseas delivery in time for a holiday.

PMI maintains a Package Export Department for merchandise parcels sent to your address at PMI. At your direction and expense, we will complete Customs forms and ship packages. If you have specific requests for package information or want to give us directions for an anticipated delivery, we can be reached at:

Email: export@pmipmi.com, phone: 973 543-6001 or fax: 973 543-7911

If you order merchandise items, the street address for shipping packages to PMI is:

(Your name and acct. #) 5 Cold Hill Road South, Suite 28, Mendham, NJ 07945

Please note that we must open all merchandise packages (including wrapped gifts) to determine the contents and if they are exportable. We make every effort to respect your privacy and to preserve the original condition of your package.

PMI will email you a "Package Transport Option Sheet" notification which details the contents of your package, the sender and the options and costs for transport. Remember that courier express shipping is usually the only timely option for holiday packages. PMI can ship personal merchandise packages overseas to your work or home address. We will ship according to your instructions as soon as we receive your authorization and credit card information.

Please tell anyone who is likely to send you a package to send gifts unwrapped or with minimal wrapping. Gift bags are a good alternative, as packages will likely be opened and inspected again in Customs. Gifts should be packed safely in a carton with no brown paper over wrap. **Do not include redeemable gift cards or cash with other gifts.**

Food with a commercial label may be exportable. Home made foods and fresh fruits, of any kind, cannot be sent overseas. At your direction, PMI can send these items to another USA address at your expense or donate them.

Please tell senders not to include small items with printed material. We know that friends and family like to include small mementos from home (candy, gum, hair clips, small items for children etc.), but PMI must declare even these items and your mail could be delayed. **No dutiable items can be included with your mail if your shipment is sent to a work location with mail envelopes for other co-workers.**

The cost of shipping and handling for all merchandise packages is charged to your credit card before the package is shipped. You will pay any duties upon receipt.

Cost Cutting Tips

- Let family and friends know that you pay shipping and handling costs for gifts sent to your PMI address. Our shipping rates are favorable but your gift senders will incur the cost instead, if they send items directly to your overseas address. You may pay duties either way.
- Have items brought to you by a visitor or sent to an alternate USA address for your home leave
- Let us know when you are ordering, or know you will be receiving, multiple items so they can be consolidated