



PMI Printed Matters Summer 2010

Ensure Timely Deliveries While You Travel

Be sure to let your service representative know your address and any new contact information while you are traveling or on home leave this summer; PMI can send your mail and any packages to your temporary location and we can scan important mail to you.

Merchandise Orders on Home Leave

If you are on home leave, be mindful of orders that might come to you through the US Post Office, as they will be routed to PMI if there is still a forward order in effect. You might want to use a neighbor's address or specify shipping via a courier.

Important Notices re Dutiable Merchandise Packages

- When you order items to be shipped to your PMI street or box address, let us know ahead of time if you want us to hold these items until all have arrived and can be consolidated for the lowest shipping rate.
- You should contact your local Customs office for exact rates on items you would like to receive before placing an order. The government in your host country may tax merchandise shipments from the U.S. in the form of Duty Taxes and/or Value Added Taxes, also called **Import Taxes**, which are based on the type and value of the merchandise and vary from country to country.
- In order to **insure** for the full or retail value of the items in a shipment, we must also **declare** this value on the Commercial Invoice which we prepare for you. Insurance rates vary depending on the size and value of the package and the shipping option selected.
- **Dutiable merchandise** that is shipped internationally must include a **Commercial Invoice**, which PMI prepares for our customers and which provides information on the type and value of the merchandise being shipped. Taxes are collected at the time of delivery. You can make prior arrangements with our package Export Department for PMI also pay the duty and taxes and bill you if you prefer.

- Before you place an order for **prescription medications**, be sure to check with Customs or your local courier express delivery office to see if you need an **import license** and what the quantity limitations are. In many countries, imposed restrictions make it difficult to get prescription medications through Customs.
- Be aware that if you tell us to ship prescription medications with your mail, the entire package could be held up in Customs for examination. PMI customers whose mail is sent to a work location with mail for other assignees cannot elect to have prescription medications sent with mail. We will attempt to ship refrigerated medications if you make prior arrangements with us.
- Please let our package export department (export@pmipmi.com) know how you would like promotional or complimentary items of little value (key chains, coffee mugs, tee shirts, handled—e.g. donate to charity, discard, email you on case by case basis, mail to alternate USA address, send overseas). Note, there are handling fees and shipping costs for all options other than discard or donate and also duties and taxes for items sent overseas

We will notify you by email regarding any item that we feel might have enough value to incur shipping and handling costs.
- PMI handling fees for merchandise packages are \$8 for every 15 minutes spent on your shipment

Additional Services That PMI Can Provide; Just Contact Your Service Representative

- Scanning your documents
- Personal shopping
- In-bound mailing for individuals or groups that want mail posted in the USA
- Check depositing in your USA bank account