

# Customs clearance instructions.

## Guide for the freight forwarder.

Importer	Härtere AG, Güterstrasse 3, 4622 Egerkingen, Switzerland
Consignee	Härtere AG, Güterstrasse 3, 4622 Egerkingen, Switzerland
ZAZ account	3610-3
VAT number	CHE102.106.650
UID number	CHE102.106.650

- ▶ The sender address must always be entered with the following minimum information:
  - ▷ Name of sender
  - ▷ Postal code of the sender
  - ▷ Location of the sender
- ▶ In the "Sender reference" field, one of the following reference numbers must always be declared:
  - ▷ Sender's order number
  - ▷ Sender's job number
  - ▷ Sender's delivery note number
- ▶ The accompanying documents (invoice number/EUR.1 number, etc.) must always be entered in the "Submitted documents" field.
- ▶ If proof of preference is available, this must be declared in any case, even if no customs duties are charged.
- ▶ If the customs tariff number is not visible on the supplier invoice, please always contact us by telephone.
- ▶ The import customs declaration must always be settled under normal assessment. The process is generally not used. In exceptional cases, the procedure is only used after consultation with Härtere AG.