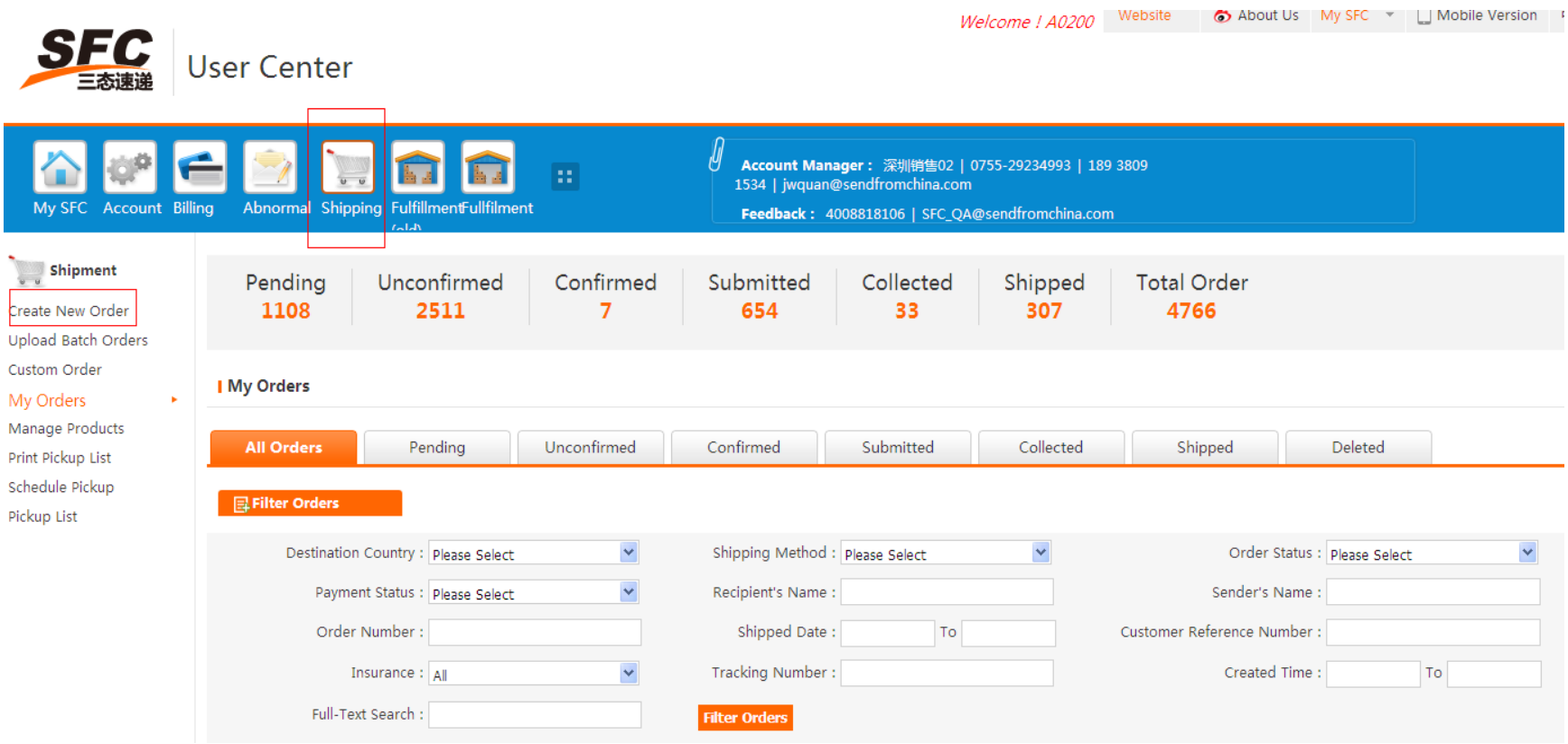
SFC 三态速递

SFC Shipping Service

User Guide

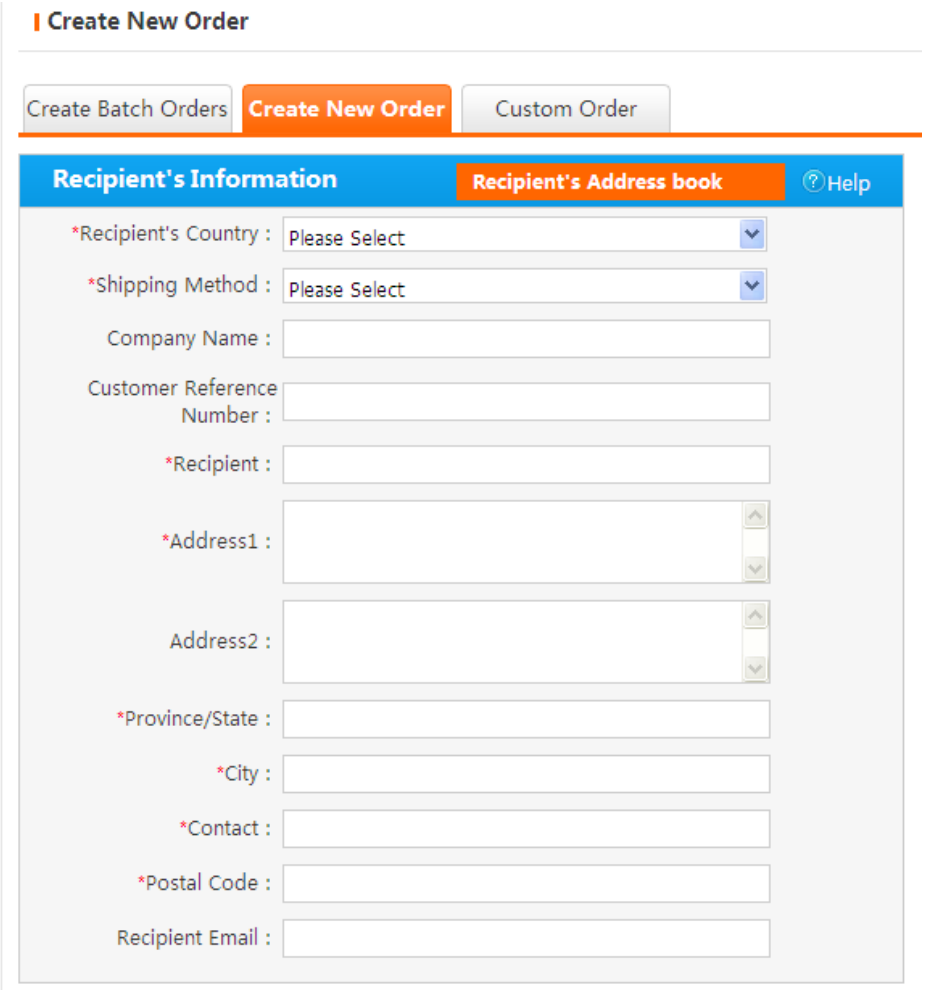
Jan 2014 Version

Step 1. Create New Order



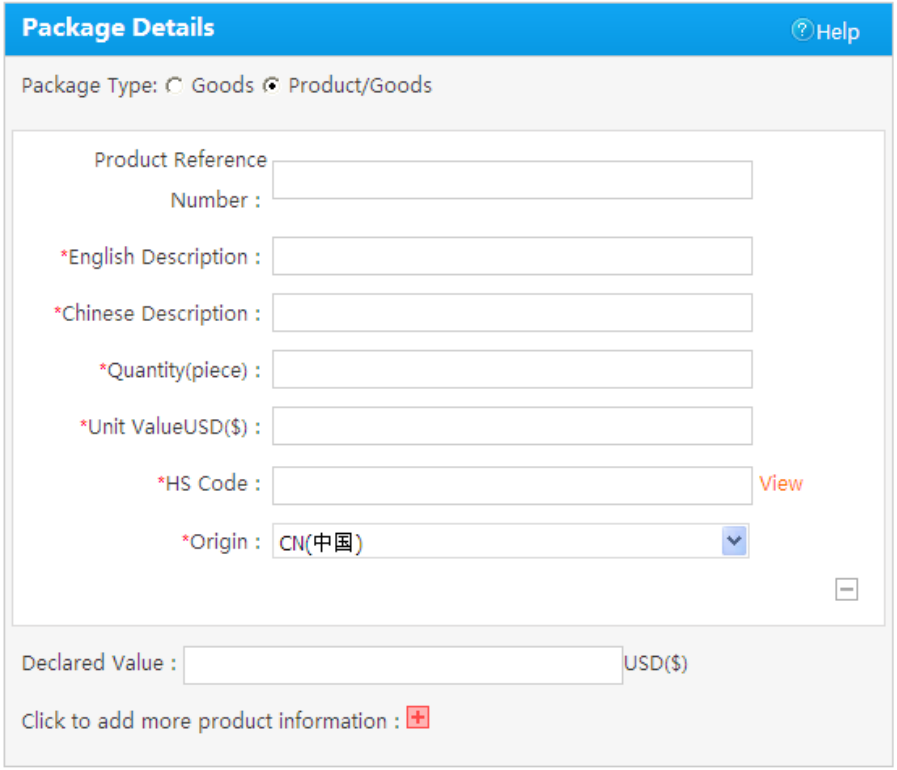
Step 1. Create New Order

- Fill in the Recipient's Information. Fields marked with asterisk (*) are required.



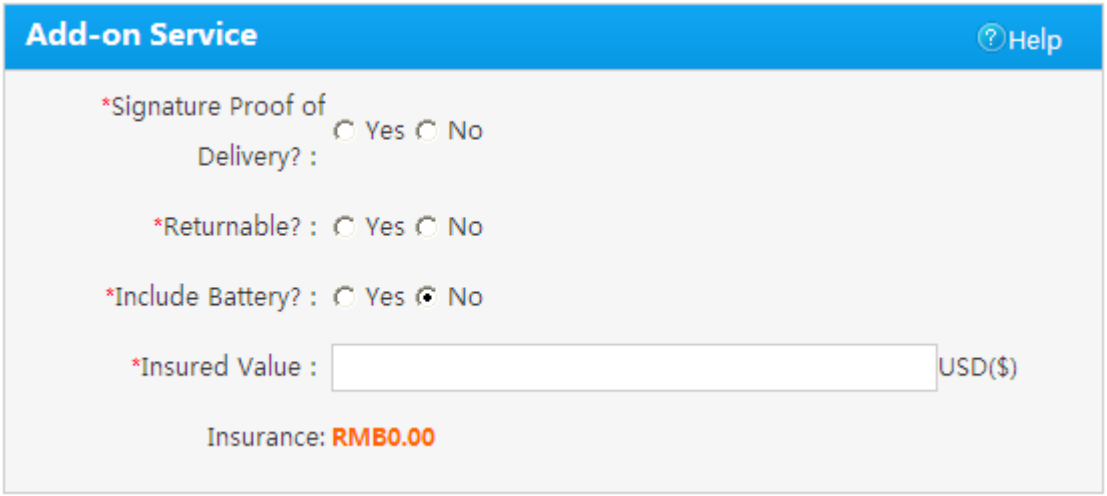
Step 1. Create New Order

- Fill in the information of your Package Details.
- Please note that the order may be subject to VAT, import duties and taxes levied by the destination country if the Declared Value exceeds a certain limit set by the local Customs.



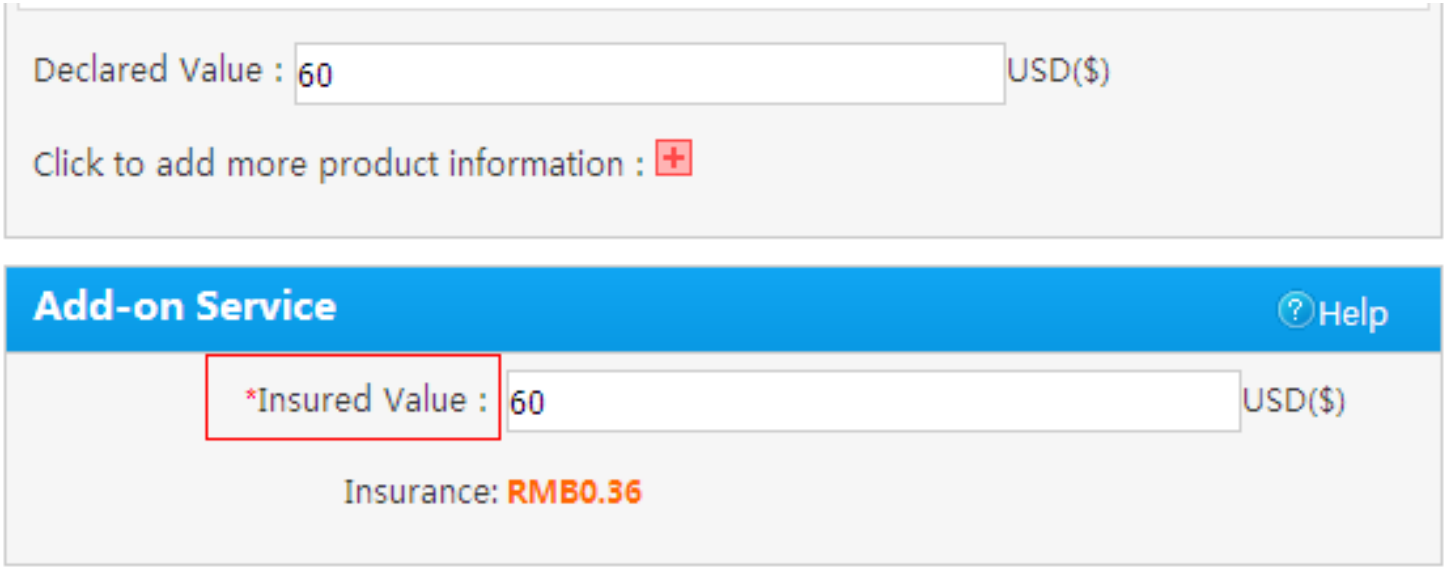
Step 1. Create New Order

- There will be extra charge if you select Add-on Service (i.e. Signature Proof of Delivery, Returnable, Insurance).
- For Return Service, please note that it may take a long time for return shipment to China, moreover, it may be subject to import duties and taxes levied by the Chinese Customs. Therefore, we suggest that you select Returnable only if the package is high-value.



Step 1. Create New Order

- Shipping Insurance Fee is 0.5% of “Insured Value + Shipping Fee”.
- Insurance is mandatory for package with declared value ≥ 25 USD.
- Insurance is mandatory for Express Service and Registered International Air Mail.
- Insurance is not available for Non-Registered International Air Mail.



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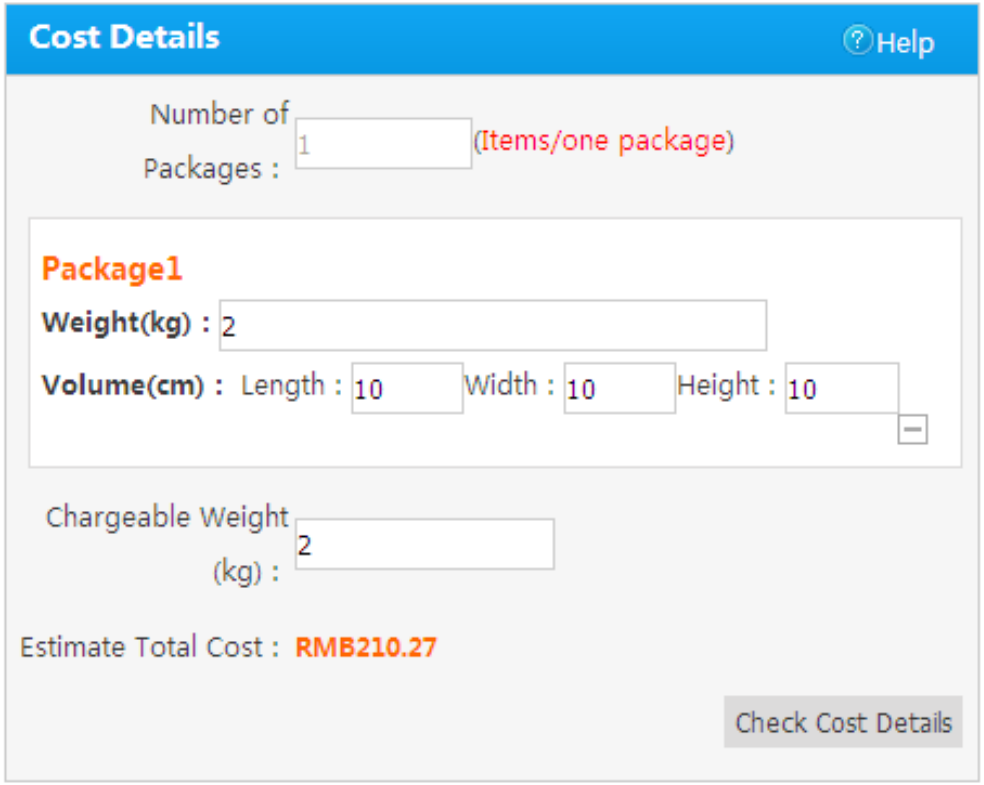
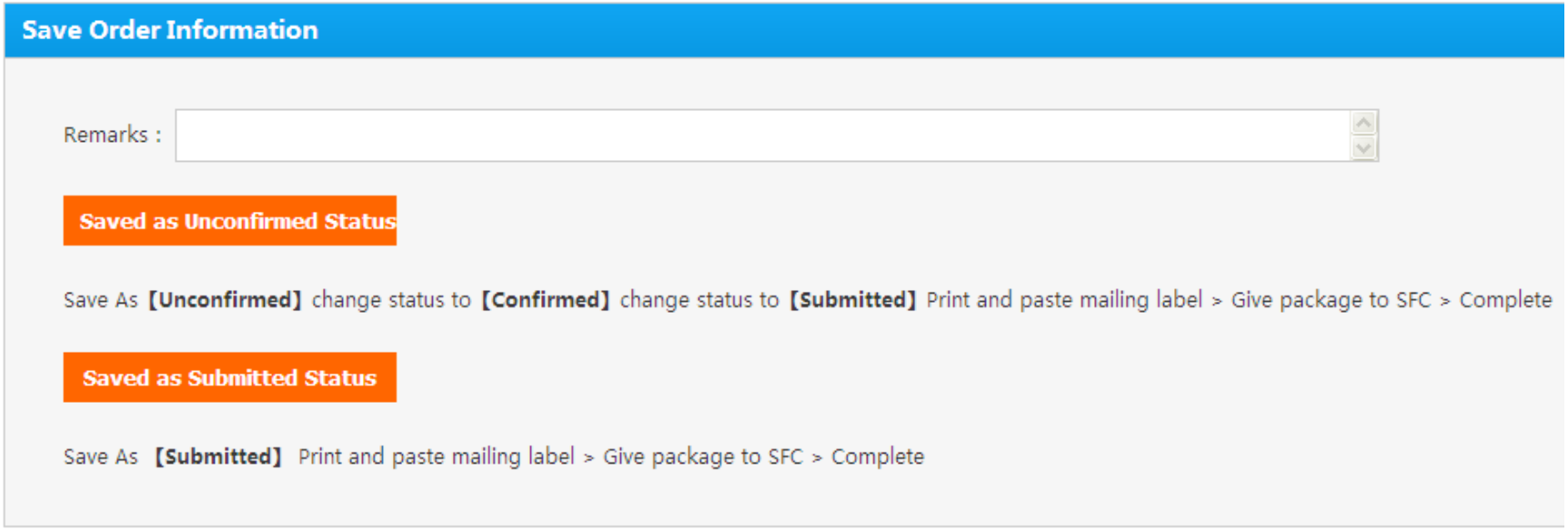
- You may enter the weight and dimensions to get an estimated cost. We will weigh and measure the actual package when we receive it, and use the same calculator to charge the actual shipping fee.



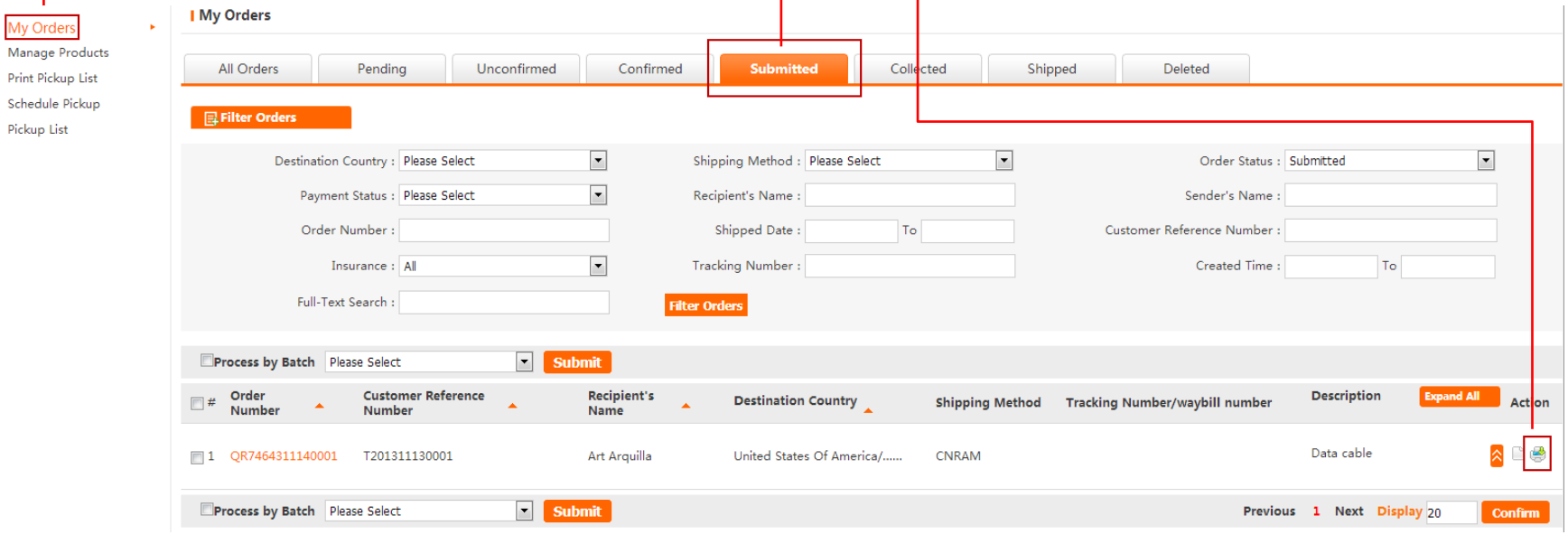
Step 1. Create New Order

- Save the order as “Unconfirmed Status” --- You can still edit the order.
- Save the order as “Submitted Status” --- You cannot make any changes. If you need to make any modifications, then please contact customer service for further assistance.



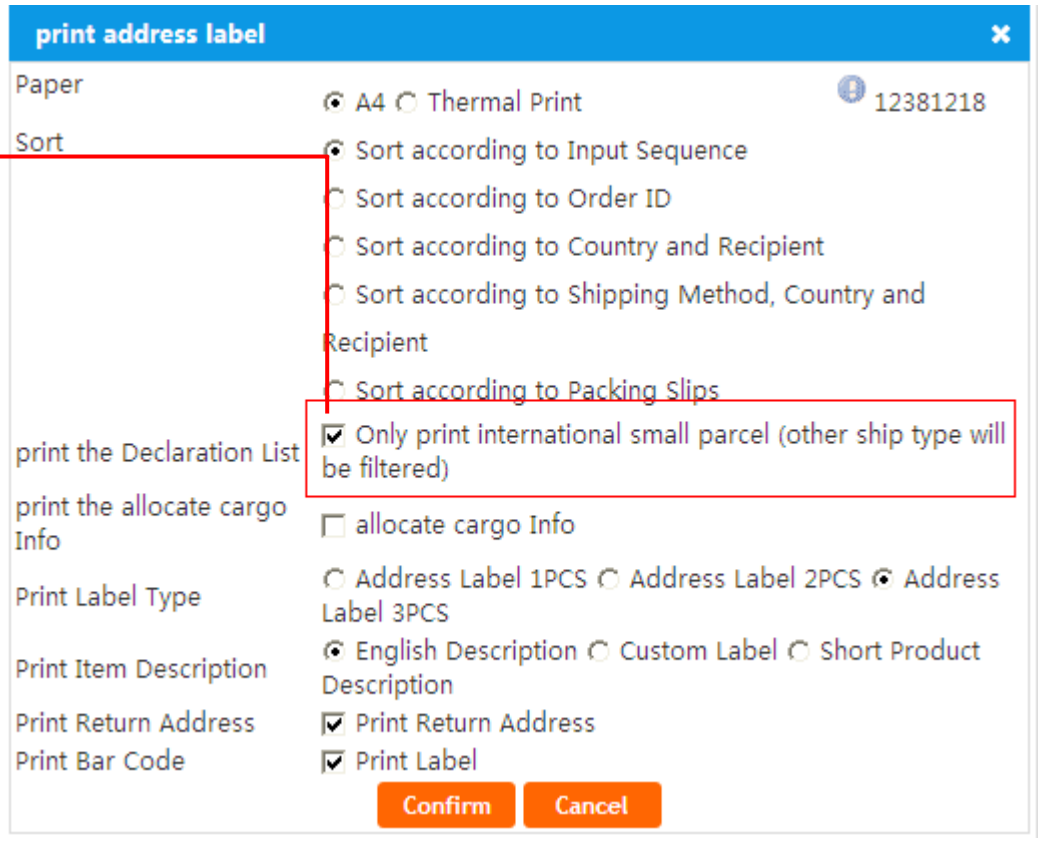
Step 2. Print Address Label

Go to 1. “My Order” → 2. “Submitted” → 3.“Print”



Step 2. Print Address Label

- Please tick the Print Declaration List only if you choose International Air Mail such as HK Post, Swiss Post, China Post etc.



Step 3. Paste Address Label

- Print the address label on A4 size paper and paste it on the package. This is free of charge.
- Alternatively, SFC can do it for you at a rate of 5 RMB/label but please write the Order Number on the outside of the package so that we can identify it.

航空 PARAVION	shenzhen China 航站四路邮件处理中心国际业务部	验视人：潘婷婷
国际小包		PAR AVION
已验视		代码：ST

From: Alex (R7464) T201311130001
1st F of Building E Wen Tao Industrial Park YingRenShi Village Shiyan Baoan District Shenzhen China 518108
Send To: Art Arquilla
Company:
1106 Second Street # 431
Encinitas , CA , 92024
United States Of America (美国)
Tel: [redacted]
QR7464311140001 R⑤ eCNRAM

报關單 CUSTOMS DECLARATION CN 22
(本件得由海關開拆 May be opened officially) Pos401G(3/05)
Postal administration
重要Important! 請參閱背頁說明 See instructions on the back
☑ 禮物 Gift ☐ 商用樣本 Commercial sample
☐ 文件 Documents ☐ 其他 Other (請適當方格內劃上"√"號 (Tick as appropriate)

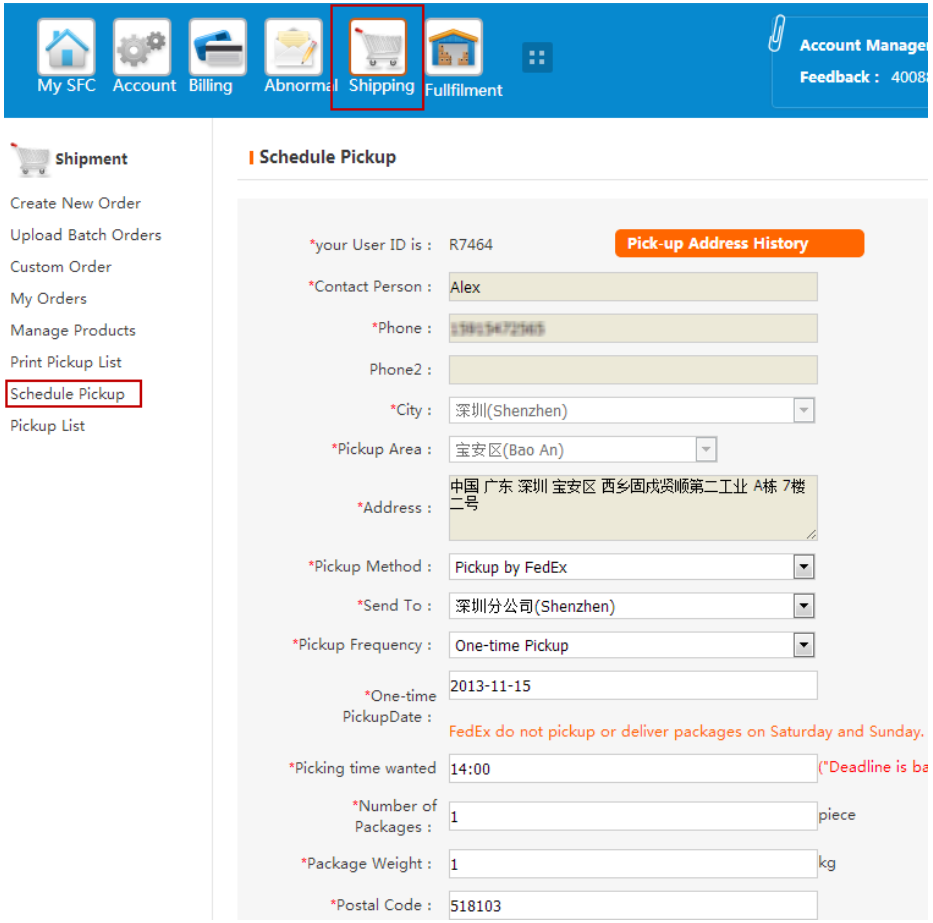
(1)內裝物品詳情及數目 Quantity and detailed description of contents	(2)重量 Weight (公斤 kg)	(3)價值 Value
Data cable	0.200	USD1.00
只適用於商品 For commercial items only (4)海關編號(5)物品原產地(如有) If know,HS tariff number(4) and country of origin of goods(5)	(6)總重量 Total weight (公斤 kg) 0.200	(7)總共價值 Total Value USD1.00

在下面簽名，以證明此報關單上列資料全屬正確，及此郵件並不載有任何違例或郵政規例或海關條例所禁寄的危險物品。本人的姓名及地址已載於郵件上。
I, the undersigned,whose name and address are given on the item,certify that the particulars given in this declaration are correct and that this item dose not contain any dangerous article or articles prohibited by legislation or by customs regulations.

(8)日期及寄件人簽名 Date and sender's signature SFC

Step 4. Send to SFC

- You (or your supplier) or your 3rd party domestic courier can Drop-Off the package at our warehouse.
- If you want Pickup by FedEx, then please click “Schedule Pickup”. You can pay the pick-up fee during collection or SFC can pay for you when it arrives and then debit from your prepaid account. FedEx cut-off time is 13:00 pm from Monday to Friday.
- Pickup by SFC Driver is available in some areas only. Please contact your Account Manager for help. If you have at least 20 packages or if total weight exceeds 5 kg, then we can pick-up free of charge. Otherwise, it will be 20 RMB per pick-up trip.



Step 4. Send to SFC

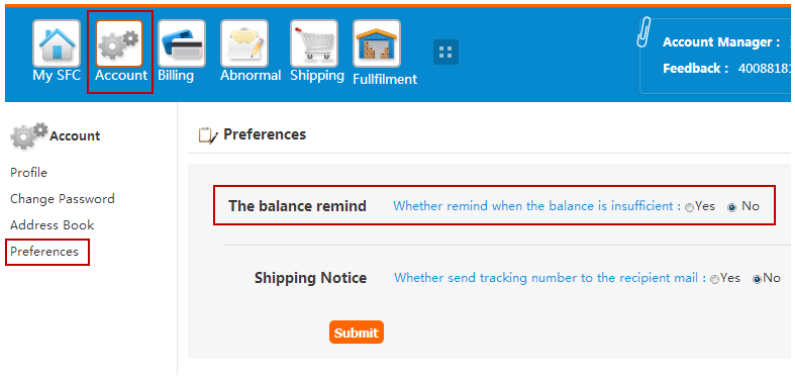
- SFC Warehouse Address

Mr. Liu Zheng
SFC Warehouse
1st F of Building E, Wen Tao Industrial Park,
Ying Ren Shi Village,
Shiyan, Baoan District,
Shenzhen, Guangdong
CHINA,
Post Code: 518108

刘正（收）
SFC 仓储中心
深圳市宝安区石岩应人石村
文韬工业园E栋一楼
邮编： 518108

Top-Up Your Account

- Please indicate your SFC User ID when you top-up via PayPal or HSBC Bank Transfer, so that we can identify your payment and credit your account accordingly. It is your responsibility to ensure sufficient fund to avoid disruption of service. You may set-up a balance reminder in our system.



1. By PayPal

SFC PayPal Account: lutong.pp@sendfromchina.com

Please note that there will be PayPal transaction fee.

2. By HSBC Bank Transfer

Beneficiary Bank Name: HSBC Hong Kong

Beneficiary Bank Address: 1 Queen's Road Central, Hong Kong

Beneficiary Account Name: LUTONG SHIPPING LTD

Beneficiary Account Number: 015-317027-838

Swift Code: HSBCHKHHHKH

Bank Code: 004 (optional)

Tel: 00852-27488238-3-2

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Thank You!