

# M.E. DEY & Co.

## CLIENT PROFILE HANDOUT – IMPORTS

Today's Date:

### COMPANY INFORMATION

Company Name	DBA
Company Address	IRS or EIN #

### ACCOUNT CONTACT INFORMATION

<b>1. Contact #1 - Who is the primary contact for Import Compliance/Customs related questions (rates, bookings, etc.)?</b>	
Name	Title
Email Address	Phone Number

<b>2. Contact #2 - Who is the primary contact for Transportation related questions (classification, product detail, clearance issues)?</b>	
Same as Contact # _____ above OR provide contact #2 below.	
Name	Title
Email Address	Phone Number

<b>3. Contact #3 - Who is the primary contact for Final Delivery arrangements (delivery appointments, trucker issues)?</b>	
Same as Contact # _____ above OR provide contact #3 below.	
Name	Title
Email Address	Phone Number

4. Contact #4 - Who should receive our Invoices via email (i.e. A/R Contact)?	
Same as Contact # _____ above OR provide contact #4 below.	
Name	Title
Email Address	Phone Number

5. Contact #5 - Who may we contact for Payment status (A/P Contact)?	
Same as Contact # _____ above OR provide contact #5 below.	
Name	Title
Email Address	Phone Number

## TRANSPORTATION DETAILS

**\*\*For Shipments Routed by M.E. Dey Complete questions 6 - 13. \*\*If we are handling Customs Brokerage only, skip to question 14.**

6. Should we obtain approval for all new overseas bookings prior to accepting freight? YES      NO <b>Approval should be obtained by: Please enter an 'other' value for this selection.</b>		
7. Details of shipments (list information for each of your shippers or provide routing orders as an attachment :		
Shipper Name	Shipper Address	Incoterm
8. Please list port of discharge or carrier preference if any:		
9. Are there any size/weight restrictions or special loading or handling requirements: (# of containers per B/L, packing/stacking requirements, hazardous, dock limitations, etc.)? YES – <b>Please provide restrictions below:</b> NO		
10. Is an original House Bill of Lading required?      YES      NO		
11. What documents should we collect from your shipper overseas?      Commercial Invoice      Packing List      Other – Please specify:		

12. Please provide any special loading requirements:				
13. <b>Consolidate Freight:</b> Are you interested in consolidating LCL freight from different vendors?      YES      N/A Comments: :				
14. <b>Cargo Insurance:</b> Would you like M.E. Dey & Co. to provide cargo insurance on your shipments? NO - Insurance is provided by Shipper      NO - We have a corporate policy YES - We would like M.E. Dey & Co. to insure our shipments      Please provide a quote for cargo insurance				
15. Final <b>delivery location</b> of shipment in the United States - Please list for all your delivery locations:				
<b>Delivery Location #1:</b>				
Delivery Location Name	Address	Contact Name	Contact Phone	Contact Email
Receiving hours Special Instructions		Appointment Required? FCL:            YES            NO LCL:            YES            NO		
<b>Delivery Location #2: (list additional delivery locations on separate page)</b>				
Delivery Location Name	Address	Contact Name	Contact Phone	Contact Email
Receiving hours Special Instructions		Appointment Required? FCL:            YES            NO LCL:            YES            NO		



## CUSTOMS CLEARANCE HISTORY (CCH)

16. Have you obtained any Binding Rulings from US Customs?		YES	NO
17. Have you received any written notice from CBP on classification or marking (CBP28 or CBP29 or CBP4647)? YES - <b>please provide details below or attach copies of details.</b> NO			
18. Are goods subject to Other Government Agency reporting? YES - <b>please list agencies and provide comments below.</b>		NO	
20. Have you experienced any past issues, detentions or violations with Other Government Agencies? YES - <b>please provide additional comments below.</b> NO			
21. Do you claim duty preference under any Trade Agreements? YES - <b>please list Trade Program(s) below:</b>		NO	
22. Do you import any goods subject to Anti-dumping? YES - <b>please list details below:</b> NO			
23. Are your goods subject to Trademark/copyright protection? NO		YES	24. Do you claim Drawback? YES NO
25. Do you have any assists on imported merchandise? YES NO		YES NO	26. Do you maintain an HTS database? YES NO
27. Are you related to the supplier(s)? YES NO		YES NO	28. Is your company C-TPAT certified? YES NO

Form Completed By:			
M.E. Dey Staff - Name:	Conducted Via: In Person      Over the Phone	M.E. Dey Client: Name	Date:

Please provide any additional information in the comment box below or attach to the back of this form.