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Email: [css@cssbrokers.com](mailto:css@cssbrokers.com)



Dear Customer,

We would like to say **thank you** for choosing **Customs Services & Solutions** to assist you in your international shipping needs. We strive to provide the best possible service to each of our customers and we look forward to serving your company with excellence.

We have attached a **New Customer Information Sheet** along with a **Customs Power of Attorney form** for you to complete and return to us. Please complete and return these forms to us either via email or fax **as soon as possible**.

Please be advised our services are provided in accordance with our **Terms and Conditions of Service**. You may obtain a copy of our terms and conditions on our website at [www.cssbrokers.com](http://www.cssbrokers.com) or you can ask us to send a copy to you.

Our invoice terms are "due upon receipt, net 7 days" however due to the fact that Customs duties may come due prior to this time we may need to request payment sooner in some instances. We appreciate your cooperation.

We are here to assist you and to answer any questions you may have regarding Customs Clearance, Air or Ocean Transportation, Customs Bonds, Cargo Insurance or any other international shipping related issue. Please do not hesitate to contact one of the experienced professionals shown below.

## **CONTACTS AT CUSTOMS SERVICES & SOLUTIONS**

Misti Henry [misti@cssbrokers.com](mailto:misti@cssbrokers.com)  
Steve Fodor [steve@cssbrokers.com](mailto:steve@cssbrokers.com)  
Scott McDonald [scott@cssbrokers.com](mailto:scott@cssbrokers.com)

Thank you for allowing us to serve you,

Your team at Customs Services & Solutions

Visit us on the web at [www.cssbrokers.com](http://www.cssbrokers.com)

*John 3:16*



## New Customer Information Sheet

How did you hear about us? \_\_\_\_\_

### COMPANY INFORMATION

Company name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
Address \_\_\_\_\_  
City / State / Zip \_\_\_\_\_

### CONTACT INFORMATION

Contact person \_\_\_\_\_  
Title \_\_\_\_\_  
Email address \_\_\_\_\_

### OWNER INFORMATION

President/owner name \_\_\_\_\_  
Email address \_\_\_\_\_

### BUSINESS INFORMATION

Federal Tax ID number \_\_\_\_\_  
Years in business \_\_\_\_\_  
Bank name \_\_\_\_\_ Phone \_\_\_\_\_  
Bank contact person \_\_\_\_\_ Fax \_\_\_\_\_  
Bank account number \_\_\_\_\_

### TRADE REFERENCES

Supplier name \_\_\_\_\_ Phone \_\_\_\_\_  
Contact person \_\_\_\_\_ Fax \_\_\_\_\_  
Supplier name \_\_\_\_\_ Phone \_\_\_\_\_  
Contact person \_\_\_\_\_ Fax \_\_\_\_\_  
Supplier name \_\_\_\_\_ Phone \_\_\_\_\_  
Contact person \_\_\_\_\_ Fax \_\_\_\_\_

I, \_\_\_\_\_ authorize Customs Services & Solutions Inc to obtain credit and bank information as deemed necessary. I certify that all information provided on this form is true and complete to the best of my knowledge and belief. I also certify that I have received a copy of the Terms and Conditions of Service and that I understand that all work performed by Customs Services & Solutions Inc on our behalf is subject to those Terms and Conditions.

Printed name \_\_\_\_\_ Job title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Terms and Conditions of Service on our website at [www.cssbrokers.com](http://www.cssbrokers.com)

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