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**BIVAC**  
**NORTH AMERICA**  
BUREAU VERITAS GROUP

## IMPORTANT INFORMATION FOR EXPORTERS / SHIPPERS

To whom it may concern:

Per regulations of the pre - shipment inspection programs being enforced by BIVAC NORTH AMERICA ( Bureau Veritas Group Company ) and required by contracts with foreign governments requesting those programs, we will need to have in advance of an inspection, **an inventory of all the items packed in boxes, barrels, bags, cartons, crates, suit cases, drums, containers, vehicles, etc., including personal effects and used clothing** , in order for the inspector to physically check that list against the physical items and allow us to issue a clean report of findings.

This inventory list must accompany the request for inspection, unless the exporter sends to us in writing, a statement of assurance that the detailed packing list will be provided to the inspector at the site before the inspection begins, otherwise the inspection will be unsatisfactory, containers cannot be sealed, and a re-inspection will have to take place at the exporter's expense.

### Very Important:

**Used clothing, used shoes, used toys, used handbags and used belts should be declared by weight per category on the inventory and on the commercial invoice.**

**Example: 1 barrel with 55 lbs. of used clothing, 20 lbs. of stuffed animals, 10 lbs. of used shoes and 1 suitcase with 60 lbs. of used clothing.**

Please note that according to pre-shipment inspection regulations, any perishable items such as food, as well as pharmaceuticals must have at least the **expiration date** on the label (Preferably the manufacturing and the expiration dates). Keep in mind that the inspection will be rejected if those dates are no provided.

**All food items must have at least 6 months of shelf life remaining at the time of inspection.**

**For Angola shipments, any perishables, food, and pharmaceutical items must have instructions translated into Portuguese if item present any instruction on retail packing in another language different than Portuguese. (A label with instruction / information in Portuguese can be placed on the items in order to comply with this requirement)**

**Attached is an example of document with required inventory information to perform inspections. Please find attached to this letter and example Proforma Invoice and Packing detail**

**Please feel free to contact us if you have any questions.**

*Letisia Chacon (East Coast Coordinator), Erika Ochoa (West Coast Coordinator), Griselda Amaya, (Texas Coordinator), Eimy Antepara (Florida Coordinator) and Ender Rincon, (Inspections Manager)*

**EXAMPLE Packing Inventory / Packing List  
FOR PROFORMA INVOICE # EXP 001**

- ❖ Barrel #1 with personal effects: 90 lbs of assorted used clothing.
- ❖ Barrel #2 with personal effects: Used clothing, 25 lbs of shoes, 10 lbs of handbags, and 20 lbs of stuffed animals and 6 pieces used cookware set.
- ❖ Box #1: Personal Effects: 5 Teeth brush Colgate, 12 soap bars Palmolive, 2 Shampoo Pantene, 2 Conditioner Pantene, 3 boxes of Crest Whitestrips (Expiration date 09/2012), 1 Guess Woman Perfume 21oz, One Eternity 32oz Man Perfume, 2 Go Diego kids cologne 16oz, 2 dozen of liquid soap for kids of 16oz and 5 units of Vaseline intensive care lotion 20.3 oz
- ❖ Box #2: Bathroom accessories: 5 wall towel hangers, 3 pieces of bath set made of porcelain, 2 stainless wastebasket, 5 pieces Franklin Bath Accessory, Set of Shower Curtain hooker (12 pieces), 2 Stainless soap pump and 2 Canopy Fresh White Bowl Brush.
- ❖ Bale #1: 80 lbs of Bath Rugs and Mats
- ❖ Bale #2: 50 lbs of used towels and used beach towels
- ❖ Box #3 with households: 2 used Canopy Classic Tension-Mount Shower rod, 2 plastic shower curtains and 1 used Chrome 4-shelf space saver.
- ❖ Box # 4 with households: 16-pc used Dinnerware set, 16 pieces used Glassware set, 6 pieces used Galway Irish Crystal Champagne flutes glasses, 4-pcs used wine glasses and 1 used Glass 84oz pitcher.
- ❖ Barrel #3 with Personal effects: 50 lbs of used Crib Bedding sets. 2 pieces of breathable baby safer Bumpers for cribs, 2 lbs of used 3 pieces Disney Crib Accessories and 30 lbs of used baby clothing.
- ❖ Box # 5 with Personal Effects: 1 box of Tylenol Sinus 100 tablets (Expiration date: 2/2012) 4 boxes of cereal Special K 17 oz (Exp date: 09/10), 4 boxes of cereal Apple Jack 8.7 oz (Exp Date: 05/11), 2 bottles of Nyquil sherry 16oz (Exp Date: 12/2012), 2 bags of Pinto beans 16oz (Exp Date: 10/2013), 6 Cans of Ranch Style Black Beans 15 oz (Exp Date: 02-20-2012) and 10 Cans of Campbell's Vegetable Beef Soup 26 oz (Exp Date 05/2011)
- ❖ Suit Case: 55 Lbs of used clothing and 10 lbs of used woman hand bags

ONLY AS AN EXAMPLE / NOT NEGOTIABLE

**Exporter:**  
**BV AMERICAS**  
 International trade Department  
 Houston, Texas  
 281 986 1300

**Importer:**  
**John Smith Example COMP.**  
 Procurement Department  
 Monrovia Liberia  
 00 + 235 123 13225

**PROFORMA INVOICE # EXP 001**

Date 07-06-2009

ITEM	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
1	BARREL WITH PERSONAL EFFECTS AND USED CLOTHING	3	\$ 30.00	\$ 90.00
2	USED TOYOTA HIGHLANDER 2002 VIN # BND53SFG255	1	\$ 7,500.00	\$ 7,500.00
3	USED PANASONIC TV 32"	1	\$ 150.00	\$ 150.00
4	2000 Nissan P.Finder VIN # 121SDF56DGFSG	1	\$ 5,600.00	\$ 5,600.00
5	USED JEEP TIRES 350	4	\$ 10.00	\$ 40.00
6	PERSONAL EFFECTS AND HOUSEHOLDS ITEMS	5 BOXES	\$ 40.00	\$ 200.00
7	USED CLOTHING AND PERSONAL EFFECTS	2 Bales	\$ 30.00	\$ 60.00
8	SUIT CASE WITH USED CLOTHING	1	\$ 30.00	\$ 30.00
			<b>TOTAL FOB</b>	<b>\$ 13,670.00</b>

NOTE: Please find attached inventory / Packing List with breakdown of each packing above mentioned.