



CHECKLIST FOR IMPORTS INTO THE US

Before booking shipment:

	Do you have Frontier listed as a notify party on your bill of lading?	
	Frontier North America Inc 130 Andover Park E Suite 202 Tukwila, WA 98188 isfdesk@frontierscs.com (206) 246-6580	

Before the shipment leaves the last foreign port to the US:

	Did you send your ISF request to isfdesk@frontierscs.com ?	
	Did you get a reply confirming the ISF is filed	
	In the eyes of US Customs, you are responsible for making sure your ISF is filed in time (at least 48 hours before the container is loaded onto the last vessel going to the US)	

Before the freight arrives in the US:

	Have you sent copies of the documents for your shipment to Frontier?	
	Commercial or proforma invoice	
	Packing List	
	Any other supporting documents for your freight	
	If you aren't sure if you need anything specific contact your entry team with Frontier and they will be able to help you determine if any other documents are needed.	
	Copy of the bill of lading	
	Have you paid your supplier for your freight?	
	If you have not done so, that can delay the release of the freight and may cause delays of delivery once the freight has arrived in the US.	
	What type of freight release is your shipper using?	
	OBL: this requires that an original bill of lading be surrendered before your freight will be released	
	Telex: this will be an electronic (email or fax) release of your freight once the agreed upon payment terms with your shipper are met	
	Express: this will be release immediately with no additional steps needed on your part	
	Have you received any emails from your shipper or freight forwarder about this shipment?	
	If so, please be sure to forward them to your entry team.	
	Have you discussed your freight recovery options with your entry team?	
	If not, please reach out. Let us know if you already have delivery arrangements in place.	
	If you do not already have delivery arrangements in place and would like an estimate of delivery charges, let your entry team know.	
	For an accurate delivery quote we will need to know the following:	
	Address you would like the freight delivered to	
	Is the delivery location a commercial or residential address?	
	Does the delivery location have a loading dock and/or a forklift on site?	
	Does the delivery location have regular receiving hours or do they need a delivery appointment with the trucker?	
	If a delivery appointment is needed, please make sure you also provide full contact information	

Once the freight has arrived in the US:

	Have there been any changes to the delivery plans set up before the freight arrived?	
	If so, please notify your entry team right away to let them know.	
	The types of changes we are asking for would be as follows:	
	Change in delivery location	
	Change in receiving hours	
	Change in receiving contact information	
	If you had to forward the arrival notice to Frontier, are there charges due on the arrival notice?	
	If so, please specify if you will pay them yourself or if you would like Frontier to pay them.	
	If you would like Frontier to pay arrival notice charges on your behalf, processing and disbursement charges may apply	

*

If you do not have (or don't know if you have) a Continuous Customs Bond on file, please verify the answers to the following questions about your company and its officers:			
To the best of your knowledge, do any of the following questions apply to your company and its officers?			
Has the principal or any partner/officer ever filed any form of bankruptcy?	Yes	No	
Has any surety ever paid a bond claim on your behalf?	Yes	No	
Are you aware of any situations that could prompt a bond claim against you?	Yes	No	
Has Customs ever suspended your immediate delivery privileges or are you currently on saction?	Yes	No	
Has Customs ever investigated the principal or any partner/officer for fraud or negligence?	Yes	No	

Following is a list of common reference numbers for a freight shipment, along with a field you can use to note these references for this shipment:

Steamship line or Airline Master Bill of Lading Number:	
House Bill of Lading Number:	
Container Number:	
Commercial/Proforma Invoice Number:	
Purchase Order or Work Order Number:	
Customs Broker reference/file Number:	