

Detailed instructions for importing goods from USA into Canada

- 1) Make your purchase from a US retailer or supplier.
- 2) Arrange to have the goods shipped prepaid to :
"Your Name"
C/O Express Air International Ltd.
1927 Boblett Street
Blaine, WA 98230
Prior to your first shipment, we will need your name, address, and contact information. You can provide this information via email to info@expressairinternational.com, website form, or call 250-656-1411. We will contact you when your goods arrive.
- 3) Come to our office located at 105-1740 Convair Place, next to the Victoria International Airport terminal and pick up your paperwork. You will find free parking stalls adjacent to our office.
- 4) The Canada Customs office is located in the airport terminal, a 5 minute walk from Express Air.

What you will need to clear customs:

- a) **You must have an invoice for your goods to clear customs.** If the vendor does not send an invoice with your shipment, you will need to provide one prior to arriving at customs. When purchasing online or by telephone ask the vendor to email an invoice. If they confirm it will be sent with the goods then you are covered.
 - b) Express Air will provide you with additional forms that you will need to clear customs.
 - c) **Bring identification and a method of payment.** The following are accepted by Canada customs: credit, debit , cheque or cash accepted. Be prepared to pay the current HST on the purchase price of goods and any duties that may be owing to customs.
 - d) **FYI** there is a very large tariff book located in the customs office where you can look up your import category and determine if the item you are importing is duty free or if there is a tariff attached.
- 5) Return the stamped customs clearance form to the Express Air office and pick up your goods. This process is quite simple and efficient and saves you money.

