

Federal Express (FedEx) is a fast and effective way of shipping to the Falco facility in Mexico (located in the city of Merida). There is one flight per day leaving Miami at around 11:00 AM and arriving in Merida at 2:00 PM local time. If properly documented, goods can be cleared on the same day and delivered to Falco by 5:00 PM. In order to achieve this Falco requires our customers, reps and vendors to follow these simple guidelines that we have prepared:

1. ITEMS TO BE SHIPPED:

- a) RAW MATERIAL WITH A DECLARED VALUE LESS THAN USD \$ 50.00: Falco can opt to clear an air waybill under a consolidated FedEx declaration and incur GENERAL DUTY of a certain percentage for NAFTA Products and a certain percentage for non-NAFTA Products. This is the surest way to clear goods the same day.
- b) RAW MATERIAL WITH A DECLARED VALUE GREATER THAN USD \$ 50.00: Falco will receive the duty exemption applicable and the fastest delivery as long as all the documentation required for each air waybill is provided. See Section 3 - NOTIFYING FALCO.
- c) ALL ITEMS THAT ARE NOT RAW MATERIAL (REGARDLESS OF THE DECLARED VALUE): Equipment, machinery, finished goods, etc. will incur duties. Falco can choose to either have goods imported under GENERAL DUTY or apply the specific duty to corresponding commodities. Falco will not have problems clearing shipments as long as the proper documentation is available. See Section 3 - NOTIFYING FALCO.
- d) ENGINEERING SAMPLES: Samples (raw materials, components and finished goods) will be cleared under a consolidated FedEx declaration and incur GENERAL DUTY. Samples have to be declared as “ENGINEERING SAMPLES WITH NO COMMERCIAL VALUE” and the declared value must be less than USD \$ 50.00.

2. FILLING OUT THE AIR WAYBILL:

- **FROM:** Fill out all the information required (shipper information)
- **YOUR INTERNATIONAL BILLING REFERENCE INFORMATION:** Leave Blank
- **TO:**
 - **RECIPIENTS NAME:** Fill out
 - **PHONE:** +529 993-0270
 - **COMPANY:** Falco Electronics Mexico
 - **ADDRESS:** Calle 23 # 311, Fracc. Itzincab Uman
 - **CITY:** Merida
 - **PROVINCE:** Yucatan
 - **COUNTRY:** Mexico
 - **ZIP:** 97392.
 - **RECEIPT TAX ID NUMBER:** FEM960604-E15 (Note – This field is required for faster customs processing)

SHIPPING INFORMATION:

- **DESCRIPTION OF GOODS:** See Falco PO information or use a general description.
- **HARMONIZED CODE:** See Falco PO

For finished goods the following descriptions and harmonized codes should be used:

DESCRIPTION	HARMONIZED CODE
Transformers	8504.3105
Inductors	8504.5002
Ballasts	8504.1001
PC Boards	8548.9003

- **VALUE:** This is a very important field when shipping overseas. This is the value that customs is going to use to assess import duties. Everything must have a value, regardless if Falco will be paying for the goods or not. If a value is NOT declared Falco will experience delays and will incur unnecessary expenses to clear shipments. The value needs to be reasonable and should be declared in the following manner:

- a) FOR RAW MATERIAL: as stated on the Falco PO.
- b) NON RAW MATERIAL: Fair price of goods or as stated on the Falco PO.
- c) SAMPLES: Not less than USD \$ 2.00 but no more than USD \$ 50.00

- **EXPRESS PACKAGE SERVICE**: FedEx Intl. Priority
- **PACKAGING**: Select what applies.
- **SPECIAL HANDLING**: Select if this applies. (Note - Since this package will travel by AIR please do NOT EVER ship any VARNISH, PAINTS, COMPRESSED AIR, etc., nor anything identified as HAZARDOUS MATERIAL).
- **PAYMENT**: Both **TRANSPORTATION CHARGES PAID BY** and **DUTY AND TAXES PAID BY** are as stated on the Falco PO.
- **REQUIRED SIGNATURE and DATE**: To be entered accordingly.

3. NOTIFYING FALCO

To expedite deliveries Falco needs to be made aware of EACH shipment arriving and requires the following documentation:

- a) **FedEx Tracking Number**. Also referred to as FedEx Air Waybill number, it is a 12 digit number usually available on the upper and lower right-hand corners of each FedEx Air Waybill.
- b) **Invoice**. To be prepared as per *Section 1 – ITEMS TO BE SHIPPED*. The bill to address will be the address stated on the Falco PO.
- c) **Certificate of Origin**. Only required if previously not supplied to the Falco Purchasing Department.

Please fax or send by email all documentation to the attention of: "FALCO IMPORT"
 USA Fax #: (520) 752 3268
 Email: import@falcomex.com

FedEx International Air Waybill

1 **From** Please print and press hard. Sender's FedEx Account Number: [Redacted]

2 **Your Internal Billing Reference** LEAVE BLANK OPTIONAL

3 **To** Recipient's Name: CONTACT Phone: +52 (999) 930-0270
 Company: FALCO ELECTRONICS MEXICO S.A. DE C.V.
 Address: CALLE 23 #311, FRACC. ITZINCAB UMAN
 City: MERIDA State/Province: YUCATAN
 Country: MEXICO ZIP Postal Code: 97392
 Recipient's Tax I.D. number for Customs purposes: FEM960604-E15

4 **Shipment Information**

Community Description	Harmonized Code	Country of Manufacture	Value for Customs
(EXAMPLE:) TRANSFORMERS AND ENGINEERING SAMPLES	8504.3105	USA	25.00 USD
		FRA	2.00 USD
Total Packages: 1 (FILL UP) Total Weight: 1 (FILL UP) DIM: L / W / H in. cm. No. of Pieces: 1 (FILL UP)			Total Declared Value for Carriage: 27.00 USD

5 **Express Package Service** Packages up to 150 lbs. / 68 kg. **SELECT WHAT APPLIES**

6 **Packaging FEDEX INTL SERVICE** **SELECT WHAT APPLIES**

7 **Special Handling** **SELECT WHAT APPLIES**

8a **Payment Bill transportation charges to:** **AS STATED ON FALCO PO**

8b **Payment Bill duties and taxes to:** **AS STATED ON FALCO PO**

9 **Required Signature** **341** **0402**

8172 6629 3308

ALWAYS NOTIFY FALCO THIS FEDEX TRACKING NUMBER