

Freight Forwarding Email Templates

Purpose: The templates below should be used when sending emails for quotes from freight forwarding companies. The templates will ensure you send important details about your shipment to the freight forwarder so they can provide you with a quote in a timely manner.

The freight forwarder will work as the intermediary between your product manufacturer and the Amazon warehouse, and will ensure your products clear customs and are imported into the U.S. properly. Freight forwarders ensure all necessary paperwork is submitted correctly and on time, including the processing and filing of the Importer Security Filing (ISF) documents. If ISF documents are not filed, filed improperly, or filed more than 72 hours after your product is loaded for shipment, CPB may require you to pay a fine of up to \$10,000.

It is important for you to work with a knowledgeable and trustworthy freight forwarding company. If any part of the process is unclear, be sure to ask the freight forwarder for clarification before proceeding with their services.

You should also be aware that there are two methods for shipping goods from overseas:

- FOB (aka Freight On Board or Free On Board)
- EXW (ex-works)

FOB is typically used for shipping large quantities of goods by sea, whereas EXW is typically used for shipping smaller quantities by air. If you ask, freight forwarders will be able to suggest which shipping method is best for your order.

Before they begin their service, the freight forwarder will require you to sign and return their Terms Of Service document, as well as a notarized Power Of Attorney (POA) document (a Notary Public can be found at your local currency exchange, or by searching 123Notary.com and will typically notarize your document for around \$1).

Be sure to customized the template based on your product specifications, company name, and shipment requirements.

Templates

1. If you're ordering a small quantity of goods from your supplier, send this email. Your **freight forwarder** will be in charge of picking up the goods from your supplier's location (also known as Ex-works or EXW).
 - a. **Subject:** Looking for a freight forwarder & customs broker

Hi [company],

My name is [first-name] and my company is looking for a freight forwarder to assist with importing goods from overseas.

I've researched your company and am interested in your freight forwarding & customs brokerage services.

I've placed a small order with my supplier and I'm wondering if you can give me a quote for importing goods via ex-works?

Here are the details of my shipment:

[name of good/s]

[total value of goods in \$\$]

[description of good/s - including type of material]

[supplier company name and address]

[destination address]

[number of boxes in shipment]

[weight of each box]

[dimensions of each box]

Goods will be ready to ship by [date, if known]

I will be shipping my goods to the Amazon warehouse - my supplier will put the Amazon shipping labels on the products before they leave the factory.

I have also attached a copy of the commercial invoice, the packing list, and some product images.

Please send me a quote, including any tariff, duty, and ISF filing fees associated with the import.

Thank you!

Best regards,

[Name]

Purchasing Director, [Company]

2. If you're ordering a large quantity of goods from your supplier, send this email. Your **supplier** will be in charge of sending the goods from their location to the port of origin (also known as Freight On Board or FOB).

a. **Subject:** Looking for a freight forwarder & customs broker

Hi [company],

My name is [first-name] and my company is looking for a freight forwarder to assist with importing goods from overseas.

I've researched your company and am interested in your freight forwarding & customs brokerage services.

I've placed an order with my supplier and I'm wondering if you can give me a quote for importing goods FOB?

Here are the details of my shipment:

[name of good/s]

[total value of goods in \$\$]

[description of good/s - including type of material]

[supplier company name and address]

[destination address]

[number of boxes in shipment]

[weight of each box]

[dimensions of each box]

Goods will be ready to ship by [date, if known]

I will be shipping my goods to the Amazon warehouse - my supplier will put the Amazon shipping labels on the products before they leave the factory.

I have also attached a copy of the commercial invoice, the packing list, and some product images.

Please send me a quote, including any tariff, duty, and ISF filing fees associated with the import.

Thank you!

Best regards,

[Name]

Purchasing Director, [Company]