

# How To Fill In Packing List

**\*\* Each page consists of 3 pieces \*\***

**If you need to make a correction, please cross out the mistake with a double line.**

Place a label with sequential number on the top of the carton. Then write the number on the four sides.

Please mark item name and quantity clearly.  
 e.g.) × Souvenir ⇒ ✓ Keychain  
 × Household good ⇒ ✓ Toothbrush  
 × Electrical appliances ⇒ ✓ Hair dryer  
 If the items are not clearly described, they might be subject to inspection.  
 If items are inside a bag or case, please write them separately.  
 Please refer to the example of C/No. 4.


Please write down the total value (not unit price). Please calculate the value in JPY.  
**Do not write down 0 (zero dollar), or leave blank spaces.**  
 ※ Insurance compensates up to 200,000 yen per carton box. We do not handle items that exceeds 200,000 yen insurance value per box. In the event of damaged or missing parcels, repairs or purchases of substitutes will be carried out by the customers. In addition, we will not refund shipping charges or reimburse packages due to delayed delivery.

Please write down the total number of carton boxes and total value.

Please sign here (same signature as passport).

Please use this Room field freely.  
 Please write down P.B.O. (Packed By Owner) in the Remarks field.

Packing List



SHIPPER & CONSIGNEE: MS. KURONEKO Yamako PAGE / DATE:

CURRENCY: JPY HKD USD SEA AIR ROAD STORAGE

MEMO: Type of goods (Please state clearly. e.g. daily necessities, miscellaneous items, souvenirs) Total amount of goods. Value of goods for insurance purpose (cannot be 0) SHIPPING MARK: KURONEKO TYO/JPN C/No. 1-5

C/No.	Description	Quantity	(Insured) Value	Room	Remarks
1.	Books	12	12,000-	L/R	P.B.O
	Album	2	4,000-		
	Documents	10	1,000-		
2.	Clothing	27	81,000-	MBK	
	Underwear	15	37,500-		
	Socks	10	4,500-		
	Towel	3	3,000-		
3.	Sewing kit	1	2,000-	Study	
	Toy	3	40,000-		
	Clock	1	1,500-		
	Stationery	7	3,500-		
4.	Plastic container	1	2,000-	Guest	
	Clothing	20	100,000-		
	Bag	2	2,000-		
	Shoes	4	7,000-		
5.	Cups	3	2,000-	Kitchen	
	Plates	3	3,000-		
	Coffee machine	1	10,000-		

SAMPLE

TOTAL PACKAGES & (INSURED) VALUE: 5 CTNS ONLY JPY 346,000

Carrier: \_\_\_\_\_ Customer: \_\_\_\_\_

(Signature) \_\_\_\_\_ (Signature) \_\_\_\_\_