Filling out a Preprinted
DHL International Shipment Waybill

[Section 1]
Enter information on "Shipment Value Protection"
DHL's liability is limited to $US 25.00/kilogram or $US 11.34/lb
[shipments by air] and
$US 12.00/kilogram or $US 5.44/lb
[shipments by road] (Fees apply)

[Section 2]
Enter the Sender's name
Example: John Sample
Enter your CSU, Chico Mail Bag Code in the Shipper's reference line
Example: 123
Enter the Sender's Contact Phone/Fax/E-mail
Example: 555-123-4567

[Section 3]
Enter the Recipient's information
Phone/Fax/E-mail is required

[Section 4]
Enter the total number of packages

[Section 5]
Enter the full description of contents; include content and quantity

[Section 6]
Complete this section if your shipment is a NON-DOCUMENT.
*Customs Form is REQUIRED*

[Section 7]
Sign and date the waybill *REQUIRED*

[Section 8]
Choose either "International Document" or "International Non-Document"
Select the level of service BEST Rates will be:
"Express/Worldwide" or "Express Envelope"