



INSTRUCTIONS TO SEND MARKETING MATERIAL TO LATINAMERICA

1. Mark the box in a visible part with: **"NO COMMERCIAL VALUE"**
2. A box can not weight more than 10 kilograms (each).
3. There must be no more than 100 units in each box of any material.
4. In the commercial invoice at the courier company please explain:
 - a) Full description of contents: Brochures / Documents / No commercial value
 - b) Terms of trade / Destination duties: Shipper (not: Receiver)

If you are going to send a lot of brochures, please pack them in many light boxes, instead of in a big heavy one. Otherwise there is a risk they will be stucked at customs, or even worse, get lost. Also, do not send more than 2 boxes at the same time. Leave at least 3 days in between.

Confirm with the DHL / FEDEX / UPS agent in the post office that no extra costs will be charged in Latin-America.

ADDRESS IN COLOMBIA:

BOGOTA: CRA 19 A # 84 – 72 Ph (571) 53051 11
MEDELLIN : Cra 47 A No 5 – 52 Ofic. 104 Patio Bonito
Ph (57-4) 312 1309

ADDRESS IN ECUADOR :

Mariscal Foch E8 -42 y Av 6 de Diciembre piso 2 QUITO

