



SENDING 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: GRUPO GALES CRA 19 A # 84 – 72 Bogota, Colombia
Ph (+57-1) 53051 11

MEDELLIN: Calle 16A Sur # 48b -18 Medellín, Colombia
Ph (+57-4) 312 1309

ADDRESS IN MEXICO:

MEXICO DF: VICTOR FABIAN GARCIA San Borja 1758 Int. A 206
Col. Independencia C. P. 03630 México, D. F.
Tel. +52 55 52437608