



Preparing International Shipments in DAZzle

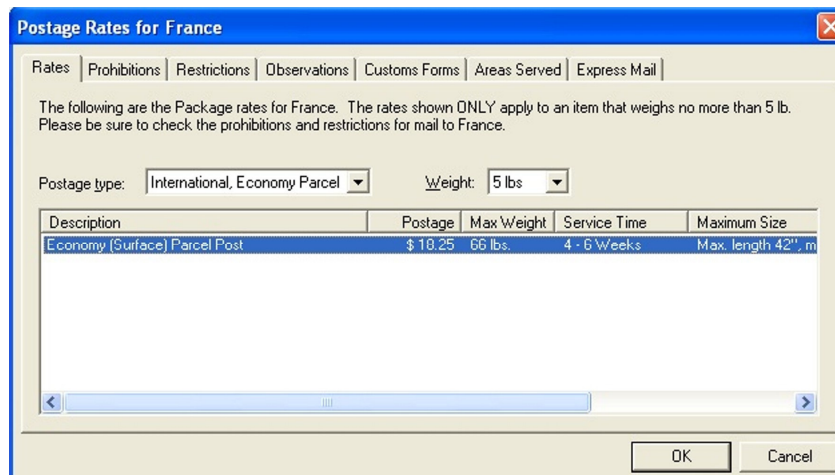
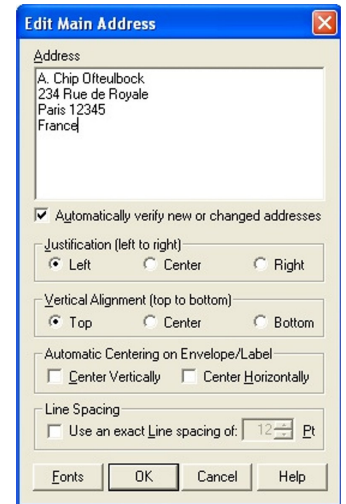
This document covers preparing an international address, selecting the international rate for your package, and preparing the customs forms.

Entering an International Address:

DAZzle only recognizes an international address if the country is the last line of the address – and it is the ONLY item on that line.

Choosing a class of service:

Click on the print button. On the right side of the Print window, you need to click on the button titled “International Info...”.



Select what postage type (Airmail Letter, Economy parcel) you want to use. Then select the specific service from the table below. Then enter the weight of the item (if you haven't already). NOTE: The postage

amount is how much your shipment costs – it is not related the Maximum Weight field to the right.

Note the tabs near the top of the window. These tabs – specifically prohibitions and restrictions will give you useful information of mailing to the country you selected.

When you're done, click the “OK” button.

INTERNATIONAL CUSTOM FORMS PRINTING

This feature of our Premium account prints International Custom Forms for International and APO/FPO shipments. It shows you the mail classes, rates, prohibitions, restrictions, observations, customs forms, and areas served. All you have to do is provide the address, select the mail class, weight and fill out the Customs Form, then print.

Note: This Customs Forms printing does not include Global Express Mail. For more information: <http://www.endicia.com/endicia-usa/Support/FAQrpt.cfm>

1. While in the Print dialog window, click on the 'Customs Information' tab and fill it out in detail. Select the 'instructions' button for more information.

Note: International Parcel Post requires the large form 2976-A (CP 72) and should be used for items over \$400 in value. The short form 2976 (CN 22) is for items under \$400 in value.

Warning: If you check "Do not print separate customs forms", the customs forms will NOT print out.

2. Click the Test Print prior to printing a live postage label. (Optional)
3. If the Test Print is successful, click the Print button to print your shipping label.

Item	Qty	Description:	Weight	Value	Country of Origin
1	1		0 oz	\$0.00	
2			0 oz	\$0.00	
3			0 oz	\$0.00	
4			0 oz	\$0.00	
5			0 oz	\$0.00	

Would you like to print an Online Record (including Customs Declaration form) for this mailing?

If you take your mailing to the Post Office for mailing, you will need this record for proof of mailing. If you do not print the record now, you can always print a record for any item in the postage log. The record will print on letter size paper.

Yes No

4. When Dazzle asks if you want to 'print the online record – including the customs forms', select yes, if you filled out the Customs Information Form in Step 1. Select the plain-paper printer you want the forms sent to.

5. Sign the forms. If you print a 2976, you can tape the form to the package, otherwise, insert the form 2976-A copies into an adhesive bag attached to the package.
6. Customs forms generally need to be stamped by a Postal Clerk or by a Mail Carrier who knows you. Do NOT deposit International Mail weighing greater than 1 pound in a mailbox.