[*Place*], [*Date]*

**Attention:**

[*Full Registered Company Name*]

[*Company Registered Address*]

[*Company Registration Number*]

[*Company UK VAT Number / UK EORI Number*]

Below referred to as the “**Client**”

**PROPOSAL FOR CUSTOMS CLEARANCE SERVICES**

Dear Mr./Mrs. [*Contact Name*]

On behalf of Rusak UK Limited (“**Rusak**”) I would like to offer to Your company providing customs clearance services on United Kingdom territory.

We propose following rates for our services:

**Preparation of customs** **declaration in import (one tariff code): 55 GBP**

**Preparation of customs declaration in export (one tariff code): 45 GBP**

**Preparation of transit document: 35 GBP**

**Charge for providing guarantee in transit: 0,3% of customs debt value**

**Each additional tariff code on customs declaration: 5 GBP**

Yours faithfully

Tomasz Rusak

Director

Rusak UK Ltd

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**Approval by the Client:**

I am authorised to represent [*Full Registered Company Name*] and I hereby approve the Terms and Conditions stated in the Appendix 1 and the rates presented above.

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*(signature of person authorised (company stamp)*

*to represent the company)*

**Appendix 1**

**Terms and Conditions**

By requesting or accepting goods or services from Rusak, the Client agrees to the following terms and conditions of service (“**Terms and Conditions**”).

1. The Client is obliged to provide and disclose all documents and information required to handle, transport, load, unload, store, clear, enter, deliver, distribute, and otherwise deal with goods, including commercial invoices in proper form and number, other documents necessary or useful in the preparation of the customs entry, and such further information to enable Rusak to perform services, including the dutiable value, weights, measures, number of pieces, packages, cartons or containers, condition of the goods, classification, country of origin, genuineness of the goods and any mark or symbol associated with them, the Client’s right to export, import and/or distribute the goods, and the admissibility of the goods, pursuant to laws and regulations in the United Kingdom, all in the languages of and as may be required by the laws and regulations of the country of origin or of destination.
2. The Client represents, warrants and covenants the accuracy, sufficiency and completeness of all documents and information furnished to Rusak by or for the Client. Rusak has no duty to inquire into the accuracy, sufficiency or completeness of any documents or information and in no instance shall be charged with information that the Client fails to give in writing. Rusak may rely on all documents and information furnished to Rusak. If the Client fails to perform any obligation, Rusak may use its judgment in connection with the goods.
3. The Client is obliged to immediately advise Rusak of any errors, discrepancies, incorrect statements, or omissions in any document or other information.
4. The Client represents, warrants and covenants that it is and will remain in compliance with all applicable laws and regulations.
5. The Client will provide all documentation requested by Rusak in digital form through email or other agreed software.
6. In return Rusak will provide digital form of customs clearance documents through email or other agreed software. No paper documents would be printed and/or handed over along with the shipment.
7. For the avoidance of doubt it is agreed by Rusak and the client that preparation of customs declaration does not include:
	1. preparation of any documentation related to shipment (e.g. transportation documents, packing lists, CMR’s, TIR carnets etc.),
	2. preparation of documentation related to origin of the goods (e.g. EUR1 or A.TR documents),
	3. fees for physical handling of goods, loading, unloading, packaging or containers,
	4. handling, administration and registration fees and duties imposed by border authorities and by port communities.

If any of these expenses will arise and will be charged to Rusak directly, Rusak will inform the Clients about such expenses and reinvoice them to the client with 5% mark-up enclosing the evidence for incurred amounts.

1. Unless otherwise agreed by Rusak and the Client, Rusak does not provide any guarantee covering customs debt payments in import transactions. The Client confirms that it is his obligation to arrange any payments resulting from binding laws and regulations in United Kingdom as well as by the laws and regulations of the country of origin or of destination.
2. Preparation of documents or providing additional services other than presented in the proposal for customs clearance services will be agreed separately by Rusak and the Client.
3. The Client is obliged to pay for Rusak services based on commercial invoice issued by Rusak in digital form. The payment will be effected by the Client within 14 days from the receipt of the invoice.
4. If the Client does not adhere to any of the Terms and Conditions, Rusak has the right to refuse the provision of services.