

## Shipping Instructions for E-cigarette and other e-related products

Send both Commercial Invoice and Waybill to →	Ryan Martin - <a href="mailto:rmartin@labstat.com">rmartin@labstat.com</a> and Alex Borowski – <a href="mailto:aborowsk@labstat.com">aborowsk@labstat.com</a> cc. Andrew Mooney – <a href="mailto:amooney@labstat.com">amooney@labstat.com</a>
***Please do not ship the product until you receive the clearance letter from Labstat***	Once approved, clearance letter to be affixed to and placed inside box with other shipping documentation
<b>Please include the following on the commercial invoice</b>	
<b>Details to include</b>	
Project Code	Note the project code(s) or quote(s) number previously provided by Labstat, which the shipment corresponds with.
Client information	Shipper Name, Address and Phone Number
Labstat Name, Address (include c/o RAF Express Toronto Airport) and Phone Number	Labstat International ULC c/o RAF Express Toronto Airport 50 Groff Place Kitchener, Ontario Canada N2E 2L6 p. <a href="tel:5197485409">519 748 5409</a>
Itemized list of the content of the shipment	<ul style="list-style-type: none"> <li>• Quantity</li> <li>• Description (see description)</li> <li>• Country of origin for <i>each</i> item (i.e. U.S. – TX)</li> <li>• Value - wholesale or manufacturing cost, <b>NOT the retail cost</b></li> <li>• Tariff Code - (<i>HS/Tariff Code</i>) - universal code for tariff purposes</li> </ul>
Description of the package	Ex: One (1) brown cardboard box, containing three (3) cartons of cigarettes – samples only for test and destruction.
Courier information	Courier Name, Address, Phone Number, <b>Waybill #</b> , date and Sender's Signature
Special Notation	<ul style="list-style-type: none"> <li>• <b>"Samples only – for lab testing and destruction. Not intended for sale in Canada or any MRA country."</b></li> <li>• <b>In bond to destination: RAF Express Toronto Airport</b></li> </ul>
The purpose of the testing	<b>I.E. R&amp;D, Product Development, Batch Release, Regulatory Submission, etc...</b>
If the product is for sale outside of Japan	<b>Please include a statement confirming if the product is or is not for sale outside of Japan</b>