



Shipping to India Checklist

Prepare

- ☐ Learn about the receiver and make sure you know who your contact is
- ☐ Make sure you have the correct spelling of the address, the receiver's name, and the phone number is correct
- ☐ If shipping to an individual, ensure your shipping address is a personal address. If you are shipping to a business, double check to make sure the address is a commercial address
- ☐ Double check that your box(es) are properly packaged and everything is listed on the invoice

Check Your Shipping Documents

- ☐ Check for spelling errors, typos, and incorrect information
- ☐ Verify you used the correct schedule B number and/or HTS

After You Send Your Shipment

- ☐ Have your receiver fill out KYC documentation at: www.DHLindia-kyc.com
- ☐ Monitor your shipment using your AWB number at: www.dhl-use.com/en/express/tracking.html
- ☐ Contact OptimalShip if a hold or delay occurs at 972-383-9901 or send us an email at customerservice@optimalship.com