

Checklist: How to prepare an airline booking

- **Make sure you have the weights and dimensions of the cargo on hand, even if it are just tentative details**
- **When is the shipment available for a possible uplift**
- **How big is the urgency of the shipment or is price more important**
- **Check the different options provided by the airlines**
- **Make a booking with the airline: either online, by email or phone**
- **Receive the booking confirmation by the airline including flight details and specific accounting reference (if applicable). Make sure you process these details accordingly**

This checklist is only meant as a guidance / tool. Any differences and or changes in a process can be applicable, so please make sure to check and verify. Vels B.V. is not responsible for any losses and/or damages due to misinterpretation, usage, changes and/or variables which might be applicable to any specific shipment.