

## Checklist: Check a shipment

- **Do a proper cross check if you have the correct shipment in your warehouse. For example: check the invoice and/or packing list number or a purchase order number if it corresponds with the shipment in front of you**
- **Check the labels on the shipment and possibly identify any possible Dangerous Goods labels**
- **Measure the shipment and confirm the dimensions**
- **Put the shipment on a weighing scale to identify the weight**
- **Process the final weight and dimensions in your operational system**
- **Make sure you inform your customer as well the airline about weight and dimensional difference to avoid additional costs or a cost reduction due to less chargeable weight**

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.