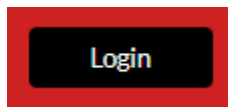# HOW TO QUOTE & SHIP ONLINE

You are now able to complete your Shipment Online with SwiftPac. Do so from **Quote & Ship** feature designed to Save you time and money and customize your shipments. Get a Quote, Ship and Pay online from anywhere in the USA and the Caribbean - all from your computer or mobile device. See how Convenient, Quick & Easy it is to use!

Go to the **www.swiftpac.com** Home Page.

Step 1. Log in to your account if you have one or proceed to **Step 2.**

You do not need to have an existing SwiftPac account to use this application to ship. The system will create an account automatically once you enter your information.

Step 2. From the homepage, Select Either the **Get A Quote** (calculator) **OR** from the **Swift Tools** menu on the left side, click **Quote & Ship**.

The Get A Quote Form will provide a 'quick quote' and allow you to create a shipment.

Step 3. Select the **Origin** (From) **& Destination** (To...) of your **shipment** from the drop-down list.

Get A Quote
Calculate rate & Ship

From....
To...
Package Type...

Get Rates

Get A Quote
Calculate rate & Ship

Orlando FL Warehouse
32804
Saint Kitts and Nevis
Basseterre
SELECT

Get Rates

Don't see a SwiftPac warehouse location in your State? You can now ship packages and cargo from almost any place in the USA and the Caribbean. Just select United States or Your Country and enter the correct address. Then start the process of entering your package information. Once your shipment is complete, your cargo will be picked up and shipped to destination.

Note: After selecting a Country, Select **City**.

Step 4. Pick the Package Type you want to ship.

The drop down display shows a picture of each package type. If you choose Small Pac Courier, enter **accurate** measurements and weight for the package.

Small Pac Courier			
L(in)	W(in)	H(in)	WT(lbs)

Get Rates

Get A Quote
Calculate rate & Ship

Barbados Office
St. Mic
Saint Vincent and the Grenadines
Kingstown
Small Pac Courier

SELECT
Express Envelope   1 to 8 Oz. Envelope
Small Pac Courier   1 - 99 Lbs.
Barrel   45" x 24" x 24"
5 CB Box   20" x 20" x 20"
8 CB Box   24" x 24" x 24"
EH Box   36" x 23" x 23"
E Box

Step 5. Click the Get Rates button to obtain a quote for your shipment.

See example list of rates below. That's your **Quick Quote**.

Step 6. If you only want to get a quote, click the ⊗ button in the top right corner to close the window.

If you are ready to create a shipment, Click the [🚚 Ship It] button on the right of your preferred quote and you will be taken to Quote & Ship form.

The Quote & Ship Form

The Location or Country, City, Zip Code/State you selected to get the 'Quick Quote' will be saved and pre-filled for you in the form fields.
Street Address will be blank.
Remember to fill it in.

If you clicked on [Quote & Ship] in **Step 2**, you would be taken <u>directly to the **Quote & Ship** form</u> to complete the Address Information.

QUOTE & SHIP

ADDRESS INFORMATION

Ship From (Origin)

Country*
Brooklyn NY Warehouse ▼

Zip/Postal Code* / State
11234   NY

Street Address*
2018 Utica Ave

City*
Brooklyn

This address is a ● Business   ○ Residence

Will any of these Services be needed at Pick-up?
☐ Inside Pickup   ☐ Upstairs Pickup   ☐ Lift Gate   ☐ Fork Lift

Ship To (Destination)

Country*
Saint Kitts and Nevis ▼

City*
Basseterre

Street Address*
Enter the Street Address

This address is a ● Business   ○ Residence

Do you need any of these Services at Delivery?
☐ Customs Clearance   ☐ Door Delivery   ☐ Lift Gate   ☐ Fork Lift

[Continue]

IMPORTANT: <u>Always type in the correct Street Address</u>*.

Check the box next to any Additional Services Required.

Click the [**Continue**] button to proceed to fill in the Shipment details.

Step 7. Select and fill in the package details. Click the ✚ ADD PACKAGE link to save a row.

NOTE: You can quote for multiple packages of the same weight and measurements in one row.

If packaging, description, weight or measurement is different, you must add multiple rows.

ADDRESS INFORMATION

SHIPMENT DETAILS ❶ Enter items with **Identical** package type, description, weight & measurement **Together**. Click ✚ ADD PACKAGE after each line entered.

Package Type*	Item Description*	Quantity*	Value*	Weight (lb)*	Dimensions: L x W x H (in)*			Fragile?
Small Pac Courier ▼	Auto Parts ▼	1	of Each	4	10	2	1	☐
Required	Required	Required	Required	Required	Required	Required	Required	

✚ ADD PACKAGE

Click the back button to go back to the previous section.

Click on the ⊗ button to remove a row.

SHIPMENT DETAILS   ⓘ Enter items with **Identical** package type, description, weight & measurement **Together**. Click ✚ ADD PACKAGE after each line entered.

Package Type*	Item Description*	Quantity*	Value*	Weight (lb)*	Dimensions: L x W x H (in)*			Fragile?
Select ▼	Choose ▼		of Each	of Each	L(in)	W(in)	H(in)	☐

✚ ADD PACKAGE

Package Type	Item Description	Quantity	Value	Weight	Dimensions: L x W x H (in)*			Fragile
Small Pac Courier	Book/Magazine	2	5	4	10	2	1	No ⊗

Get Rates

Step 8. Click the **Get Rates** button to view your quote.

The following is an example of a quote. You will see multiple options depending on the Origin and **Destination**.

SHIPMENT COST AND TRANSIT TIME

| Description	Service Type	Size/Weight	Arrival Estimate	Freight Cost	Other Service(s)	Total	
SwiftPac Rush Express Int.	Priority ✈ Courier	8 Lbs 4 Kg	1 Day(s) Fri 23 Sep	$65.83	$1.25	$67.08	○
SwiftPac Economy Air Int.	Economy ✈ Courier	8 Lbs 4 Kg	5 Day(s) Tue 27 Sep	$51.12	$1.25	$52.37	○
Flat Rate Package Up to 10 lbs	Air Standard ✈ Walk In	8 Lbs 4 Kg	4-7 Days Mon 26 Sep	$45.00	$11.25	$56.25	○

Please select a service from the list ↑

Complete Now

Step 9. Compare service options and select the one best for your needs then click

Complete Now

SHIPMENT COST AND TRANSIT TIME

Description	Service Type	Size/Weight	Arrival Estimate	Freight Cost	Other Service(s)	Total	
SwiftPac Rush Express Int.	Priority ✈ Courier	8 Lbs 4 Kg	1 Day(s) Fri 23 Sep	$65.83	$1.25	$67.08	○
SwiftPac Economy Air Int.	Economy ✈ Courier	8 Lbs 4 Kg	5 Day(s) Tue 27 Sep	$51.12	$1.25	$52.37	◉

Complete Now

Step 10. Enter your **SwiftPac Account Number** or enter your **First Name and Last Name**. If you already have a SwiftPac account, it will pop up. Confirm and Enter your **Phone Number.** Do the same for the Consignee.

*If you or the consignee is using SwiftPac for the first time, the system will automatically create a **New SwiftPac account.**

SHIPMENT COST AND TRANSIT TIME

PERSONAL INFORMATION

Shipper

SwiftPac Account Number :

Enter a SwiftPac Account No.

First Name*

Enter First Name

Last Name*

Enter Last Name

Email*

Contact No*

(__)__-____

CLEAR

Consignee

SwiftPac Account Number :

Enter a SwiftPac Account No.

First Name*

Enter First Name

Last Name*

Enter Last Name

Email*

Contact No*

(__)__-____

CLEAR

Create & Pay

Click **Create & Pay**

Step 11. Review the Service Summary section on the right then fill in the payment terms and details.

SUMMARY AND PAYMENT

Payment Terms

○ Prepay

Payment Method

Select

Bill To

○ Shipper   ○ Consignee

Preferred Destination Office

Swiftpac Agency St.Lucia ▼

Terms of Agreement

☐ I Accept the Terms & Conditions of service.

Multiple Payment Terms and Methods are Available.

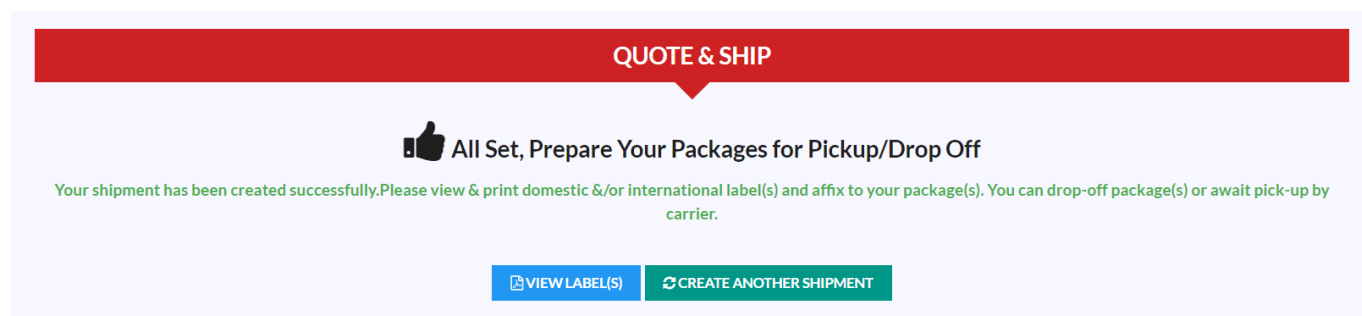Ensure that you read and understand the **Terms & Conditions** of service.

Shipment Review

Service Summary	File# 10343
Service	SwiftPac Economy Air Int.
Route	US → LC
Charges	
Freight Cost	$51.12
Insurance	$1.25
TOTAL	$52.37 USD

Submit & Create Shipment

Accept the **Terms and Conditions** and click **Submit & Create Shipment** .

Step 12. Once your shipment is submitted, this screen will appear.

View and Print your SwiftPac Shipping Labels.

You will receive an email notification once your shipment is processed.

Track your shipments on **www.swiftpac.com**.