



La mejor opción para sus embarques Estados Unidos, México y Canadá



**SPACE**  
LOGISTICS

Dear Friends,

Thank you for choosing Space Logistics as your transportation services provider. We are honored with your choice.

In order to process your shipment, please follow the next steps:

## ACTIVE ACCOUNTS

### **Letter of Instructions on each shipment**

If you are an active customer, you only need to fill our Letter of Instructions and send it via fax or web to our offices, confirming receipt by our sales personnel. You should attach to the Letter of Instructions, your commercial invoice. Every year, on the month of January, you should sign again our Terms and Conditions and Power of Attorney (if you are requesting individual import declaration). For shipments with more than one vendor, we will also need you to fill our Additional Vendors Form.

### **Master Letter of Instructions (for all shipments)**

For our continuous customers, we have available a Master Letter of Instructions plan (in order to save time to our customers). With this plan, you will only fill the Master Letter of Instructions one time, and leave it open for all your shipments, with an annual use. Therefore, every January each year you will have to fill and sign the Master Letter of Instructions, Terms and Conditions and Power of Attorney if applicable.

## NEW ACCOUNTS

### 1. Fill and sign the following documents:

- a) **Letter of instructions**: You will describe the origin and destination of the shipment with details and observations.
- b) **Release Letter**: This document is necessary to secure that the merchandise transported complies with laws and regulations in Mexico, United States and Canada.
- c) **Entrust Letter**: (This document is only required for mexican shippers). Document that authorizes our customs brokers to process import and export documents on your behalf
- d) **Terms and conditions**: Document that states the terms and conditions that govern the service.

[www.spacelogistics.net](http://www.spacelogistics.net)



Space Logistics  
8452 Fredericksburg.Mb 330  
San Antonio, TX 78229  
Ph: 310-893-8020 Ext. 115  
Toll free in U.S.A  
800-559-2923 Ext. 115  
Fax: 800-621-0353  
sales@spacelogistics.net

Space Logistics, S.A. DE C.V.  
Calle San Juan No. 1570  
Col. Ciudad Granja  
Zapopan, Jalisco México C.P. 45010  
Phone (33) 3121-1064 Ext. 114  
Toll free in México:  
01-800-024-2923  
Fax: (33) 3121-2064  
ventas@spacelogistics.net

Space Logistics  
Tonalá  
Avenida Tonalá No. 144  
Col. Tonalá Centro  
Tonalá, Jalisco México C.P. 45400  
Phone (33) 3690-9859  
Toll free from U.S.A.  
1-888-829-8869  
ventastonalá@spacelogistics.net

Space Logistics  
Sta. Clara del Cobre  
Epitacio Huerta No.64  
Santa Clara del Cobre,  
Mich. México C.P. 61800  
Phone (43) 4343-8830  
Toll free from U.S.A.  
1-800-977-2923  
ventassc@spacelogistics.net





La mejor opción para sus embarques Estados Unidos, México y Canadá



**SPACE**  
LOGISTICS

- e) **Commercial invoice:** Document that describes the goods transported, with detail in use, cost and materials.
- f) **Customer registration:** If you do not have an account set up, you will need to fill this document to set you up as a new customer
- g) **Additional Vendors Form:** In case you have a consolidated shipment, with more than one vendor you need to provide this form and attach commercial invoices of the additional vendors.
- h) **Power of attorney:** Document that authorize our customs brokers to import and export your merchandise on your behalf

**2. Personal identification copy (both sides).**

**3. Send all documents by fax or e-mail to your sales representative. If you have an online account you can process this information and paperwork online.**

**4. You will be contacted by the sales representative once your documents are received and pick up date will be confirmed.**

All first operations will require prepayment before your merchandise be clear from our warehouse in Laredo TX and send to the final destination.

Thank you again for your confidence in our service. We hope you will be satisfied.

[www.spacelogistics.net](http://www.spacelogistics.net)



Space Logistics  
 8452 Fredericksburg.Mb 330  
 San Antonio, TX 78229  
 Ph: 310-893-8020 Ext. 115  
 Toll free in U.S.A  
 800-559-2923 Ext. 115  
 Fax: 800-621-0353  
[sales@spacelogistics.net](mailto:sales@spacelogistics.net)

Space Logistics, S.A. DE C.V.  
 Calle San Juan No. 1570  
 Col. Ciudad Granja  
 Zapopan, Jalisco México C.P. 45010  
 Phone (33) 3121-1064 Ext. 114  
 Toll free in México:  
 01-800-024-2923  
 Fax: (33) 3121-2064  
[ventas@spacelogistics.net](mailto:ventas@spacelogistics.net)

Space Logistics  
 Tonalá  
 Avenida Tonalá No. 144  
 Col. Tonalá Centro  
 Tonalá, Jalisco México C.P. 45400  
 Phone (33) 3690-9859  
 Toll free from U.S.A.  
 1-888-829-8869  
[ventastonalá@spacelogistics.net](mailto:ventastonalá@spacelogistics.net)

Space Logistics  
 Sta. Clara del Cobre  
 Epitacio Huerta No.64  
 Santa Clara del Cobre,  
 Mich. México C.P. 61800  
 Phone (43) 4343-8830  
 Toll free from U.S.A.  
 1-800-977-2923  
[ventassc@spacelogistics.net](mailto:ventassc@spacelogistics.net)

