

## Shipping Instructions

Dear Customers,

Please be informed of the detailed shipping instructions when expediting engines or parts to GE Aviation Czech. This document is an addendum to the [Shipping Instructions](#) sent out 2010/12/21, and published on our homepage as well.

In essence, all shipments to GE Aviation Czech need to comply to the following:

- If the “ship from” location is within the EU, please use Incoterms DAP (Delivery At Place);
- If the “ship from” location is outside the EU and you have legal entity within EU, please use Incoterms DDP (Delivery Duty Paid), and ensure proper custom clearance
- If the “ship from” location is outside the EU and you do not have legal entity within EU, please use Incoterms DAP (Delivery At Place) and name GE as importer of record. In this case, please name CEVA Freight Check Republic s.r.o, as a customs broker.

**CEVA Freight Czech Republic s.r.o.**

K Letišti 57/1049

Praha 6

161 00 Czech republic

T +420 224 241 183

F +420 233 326 327

E: PRG.Imports@cevalogistics.com

Should you need any assistance in this, feel free to contact GE’s Order Management team via email at the address: [ordermanagement@ge.com](mailto:ordermanagement@ge.com), or ask CEVA’s representatives on any of the contacts above.

For your convenience, we have prepared a customs invoice template for you – please find it below. If you have further questions, contact your sales representative, or write to us via email at [geac-customersupport@ge.com](mailto:geac-customersupport@ge.com).

Best regards,

### Customer and Product Support

Consignor:

.....  
.....  
.....  
.....

Date:

Invoice No.:

Att: .....  
Tel: .....

┌ GE AVIATION Czech s.r.o. ┐  
Beranových 65  
Praha 9 - Letňany  
Attention: Mrs. P. Svobodova  
└ T +420 222 538 410 ┘

INCOTERMS: DAP Prague, Czech republic

Currency: USD

ITEM No	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.	.....	..... Part No:..... Country of origin:..... HTS No: ..... Net weight: .....	.....	.....
		<b>TOTAL</b>	.....	.....

Stamp&Signature