



# Fax Coversheet



1.514.636.4753

[docs@rbicanada.com](mailto:docs@rbicanada.com)

[fax@w2c.com](mailto:fax@w2c.com)

**INSTRUCTIONS:**

- Fax this coversheet and supporting commercial invoice documents to the fax number listed above at least 2 HOURS prior to your estimated border arrival time.
- Multiple shipments must include this coversheet as the separator.
- Shipments faxed with less than the 2-hour timeline or those with incomplete documentation or missing information may delay release by ASFC
- Make sure that the coversheet is complete and the documents and information are legible.

**To check status on PARS:**

Log into: [www.rbicanada.com](http://www.rbicanada.com)

If you do not have access to the web or if the shipment cannot be found, you can call one hour prior to your ETA at:  
 1.514. 368.2637 ext. 1 (customer service) from 8:00 am to 9:00 pm or  
 1.514. 368.2637 ext. 9 after hours and weekend.

PORT OF ENTRY	REQUIRED INFORMATION
The shipment must arrive at the port indicated. Failure to do so may result in penalties, delayed or refused shipments, and additional costs.	<b>Number of pages (including coversheet):</b>
<input type="checkbox"/> Port of Entry: .....  <input type="checkbox"/> Number of pieces or skid: .....  <input type="checkbox"/> Total Weight: .....	Date of arrival:
	Estimated time of arrival:
	PARS Number :
	Carrier company name:
	Carrier contact name:
	Carrier phone #:
	Shipper name:
	Person to contact if there are problems with the fax:
	Name:
	Company:
Telephone #:	

**IMPORTANT NOTE:** We must have the ability to reach the carrier 24/7 to obtain missing information or to notify in case problems prevent shipment processing. The carrier MUST confirm ASFC acceptance of the shipment prior to arrival at the border. If the carrier does not comply with the Agence des Services Frontalier du Canada (ASFC) requirements, waiting and/or IE charges, as well as penalties, may be assessed These charges are NOT the responsibility of the broker. Please note that a PARS barcode must be assigned to each separate shipment.