

1 EMS (for documents)

Number of labels printed: 4



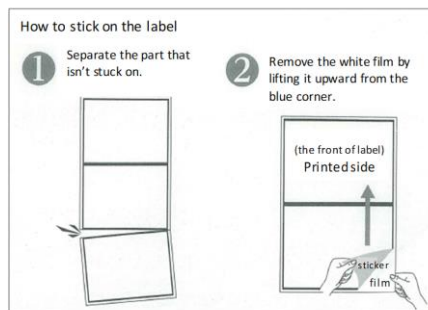
	Label	See upper left image	Signature required
①	Dispatch Note	貼付用	
②	Customs declaration	貼付用	○ ¹
③	Sender's Copy	お客さま用	
④	Post office's Copy	郵便局用	

Stick on item²

Submit to the Post office

Invoice cannot be printed.

- 1 The date and sender's signature are necessary.
- 2 Please stick on the item as shown in the image (How to stick on the label).



[Examples of labels]

See upper left image

①② Dispatch Note, Customs declaration

③ Sender's Copy

④ Post office's Copy

Declared description of contents	Origin	Quantity	Net Weight	Value
Documents				0



Submit to Post office

2 EMS(for goods)

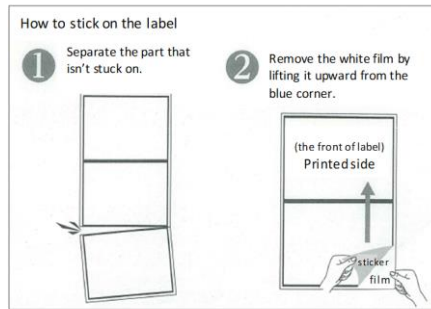
Number of labels printed: about 4-8



	Label	See upper left image	Signature required	
①	Dispatch Note	貼付用		Stick on item ³
②	Customs declaration(1)	貼付用	○ ²	
③	Customs declaration(2) ¹	封入用	○ ²	Enclose in the pouch ⁴ and stick on the item
④	Invoice ¹	封入用	○	
⑤	Sender's Copy	お客さま用		Submit to the Post office
⑥	Post office's Copy	郵便局用		

A receipt for international mail(Sender's Copy(2)) is not printed because it is sent by email.

- 1 The number of forms to be printed varies depending on the destination or your request.
- 2 The date and sender's signature are necessary.
- 3 Please stick on the item as shown in the image (How to stick on the label).
- 4 Pouches are available at the post office.



[Examples of labels]

See upper left image

①② Dispatch Note, Customs declaration(1)

貼付用

EMS 国際スピード郵便

From (Sender): Taro Yubin
To (Addressee): Ms. Hanako Yubin

12-3 OTEMACHI CHIYODA KU
#123 Central Apartment 25-15
M. G. Peterson Ave.,
New York City,

Tokyo 1000004 0334567890 JAPAN NEW YORK 10000-1000 UNITED KINGDOM #121212345678

③ Customs declaration (2)

封入用

EMS 国際スピード郵便

From (Sender): Taro Yubin
To (Addressee): Ms. Hanako Yubin

12-3 OTEMACHI CHIYODA KU
#123 Central Apartment 25-15
M. G. Peterson Ave.,
New York City,

Tokyo 1000004 0334567890 JAPAN NEW YORK 10000-1000 UNITED KINGDOM #121212345678

④ Invoice

封入用

INVOICE Item Number: EN060735035JP

From: Taro Yubin
To: Ms. Hanako Yubin

12-3 OTEMACHI CHIYODA KU #123 Central Apartment 25-15
M. G. Peterson Ave., New York City,

Tokyo 1000004 0334567890 NEW YORK 10000-1000 UNITED KINGDOM #121212345678

Detailed description of contents	Origin	Quantity	Net Weight	Value
BOOK	JP	5	1,500	JPY 5,000
Total (合計)				JPY 5,000

署名: Signature

貼付用

CN23

EN060735035JP

CUSTOMS DECLARATION 税関告知書 Designated operator JAPAN

Documents Goods Sale of goods Returned goods Other

Detailed description of contents	Origin	Quantity	Net Weight	Value
BOOK	JP	5	1,500	JPY 5,000
Total (合計)				JPY 5,000

署名: Signature

封入用

CN23

EN060735035JP

CUSTOMS DECLARATION 税関告知書 Designated operator JAPAN

Documents Goods Sale of goods Returned goods Other

Detailed description of contents	Origin	Quantity	Net Weight	Value
BOOK	JP	5	1,500	JPY 5,000
Total (合計)				JPY 5,000

署名: Signature

⑤ Sender's Copy

お客さま用

EMS 受取書 (Sender's Copy)

お問い合わせ番号: EN060735035JP 受付年月日: 2020/07/13

From (Sender): Taro Yubin
Country: UNITED KINGDOM

12-3 OTEMACHI CHIYODA KU
EMS 受取書 (Sender's Copy)
正に受領いたしました。

署名: Signature

⑥ Post office's Copy

郵便局用

EMS 受付局控 お問い合わせ番号: EN060735035JP [10年保存]

From: Taro Yubin
To: Ms. Hanako Yubin

12-3 OTEMACHI CHIYODA KU #123 Central Apartment 25-15
M. G. Peterson Ave.,
New York City,

Tokyo 1000004 0334567890 NEW YORK 10000-1000 UNITED KINGDOM #121212345678

内容品	価格	数量	重量
BOOK	JPY 5,000	5	1,500 g

署名: Signature

Submit to Post office

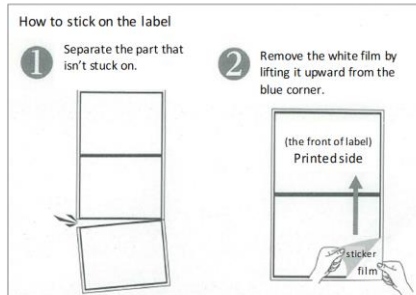
3 Postal Parcel

Number of labels printed: about 5-10

	Label	See upper left image	Signature required	
①	Dispatch Note	貼付用		Stick on item ³
②	Customs declaration(1)	貼付用	○ ²	
③	Customs declaration(2) ¹	封入用	○ ²	Enclose in the pouch, ⁴ and stick on item
④	Instructions to be given by the sender	貼付用		Stick on item ³
⑤	Invoice ¹	封入用	○	Enclose in the pouch, ⁴ and stick on item
⑥	Sender's Copy	お客さま用		Submit to Post office
⑦	Post office's Copy	郵便局用		

A receipt for international mail(Sender's Copy(2)) is not printed because it is sent by email.

- ¹ The number of forms to be printed varies depending on the destination or your request.
- ² The date and sender's signature are necessary.
- ³ Please stick on the item as shown in the image (How to stick on the label).
- ⁴ Pouches are available at the post office.



[Examples of labels]

See upper left image

①② Dispatch Note, Customs declaration (1)

③ Customs declaration (2)

④ Instructions to be given by the sender

⑤ Invoice

⑥ Sender's Copy

⑦ Post office's Copy

Submit to Post office

4 Registered mail (Small Packet, Printed Matter, Letter and Others)

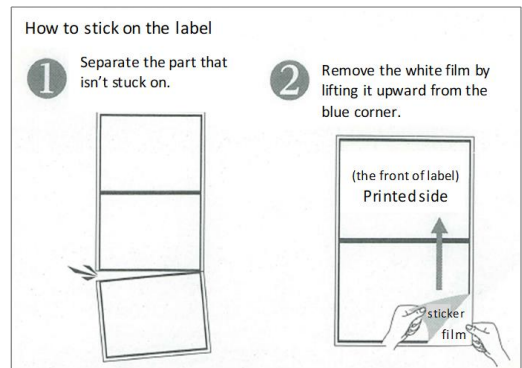


Number of labels printed: about 4

	Label	See upper left image	Signature required	
①	Dispatch Note ¹	貼付用		Stick on item ³
②	Customer's declaration ¹	貼付用	○ ²	
③	Receipt for International mail (Sender's Copy)	お客さま用		Submit to Post office
④	Receipt for international mail (Post office's Copy)	郵便局用		

Invoice cannot be printed.

- ¹ When the item's total value is more than 300 SDR, a Dispatch Note and a Customs Declaration (to be enclosed) are printed. (Enclose the Dispatch Note and Customs Declaration in the pouch and stick it on the item.)
- ² The date and sender's signature are necessary.
- ³ Please stick on the item as shown in the image (How to stick on the label).



【Examples of labels】 Printed Matter (Registered mail)

See upper left image

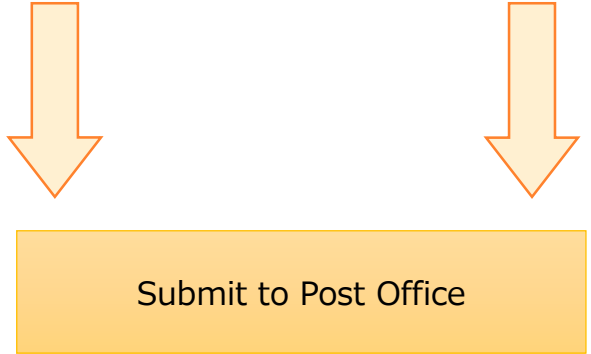
①② Dispatch Note, Customer's declaration

【Note】

The 2D code and the type of service should not be printed on "Letters/Others (Registered)" labels. Postage printed on labels is only the postage to register the item. Please add or fix the value by hand.

③ Sender's Copy

④ Post office's Copy



5 International ePacket light

Number of labels printed: about 5



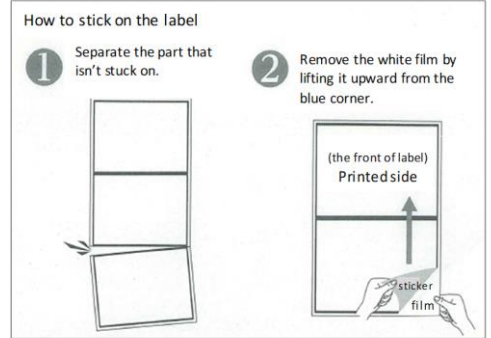
	Label	See upper left image	Signature required	
①	Dispatch Note ¹	貼付用		Stick on item ³
②	Customs declaration ¹	貼付用	○ ²	
③	Receipt for International Mail (Sender's Copy)	お客さま用		Submit to Post office
④	Receipt for International Mail (Post office's Copy)	郵便局用		
⑤	Handling sheet			

Invoice cannot be printed.

¹ When the item's total value is more than 300 SDR, a Dispatch Note and a Customs Declaration (to be enclosed) are printed.
(Enclose the Dispatch Note and Customs Declaration in the pouch and stick it on the item.)

² The date and sender's signature are necessary.

³ Please stick on the item as shown in the image (How to stick on the label).



【Examples of labels】

See upper left image

①② Dispatch Note, Customs declaration

③ Receipt for International Mail (Sender's Copy)

④ Receipt for International Mail (Post office's Copy)

Detailed description of contents	Origin	Quantity	Net Weight	Value
books	JP	5	500g	JPY 5,000

From (Sender)	Name and Country of Destination
Taro Yubin	Ms. Hanako Yubin
12-3 OTEMACHI CHIYODA KU	UNITED KINGDOM

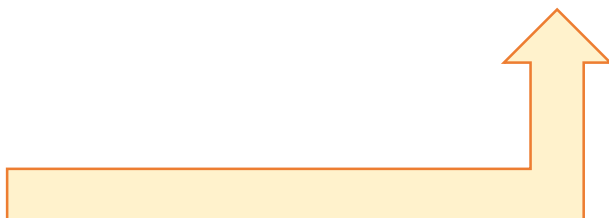
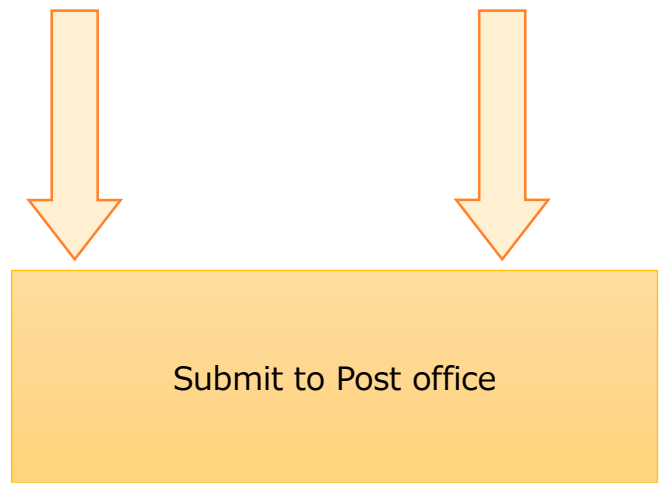
From (Sender)	Name and Country of Destination
Taro Yubin	Ms. Hanako Yubin
12-3 OTEMACHI CHIYODA KU	UNITED KINGDOM

Signature

	追跡番号	追跡番号
1	LX303655093JP	6
2		7
3		8
4		9
5		10

⑤ Handling sheet

	追跡番号	追跡番号
1	LX303655093JP	6
2		7
3		8
4		9
5		10



6 Small Packets, Printed Matter, Letters and Others

Number of labels printed: about 2

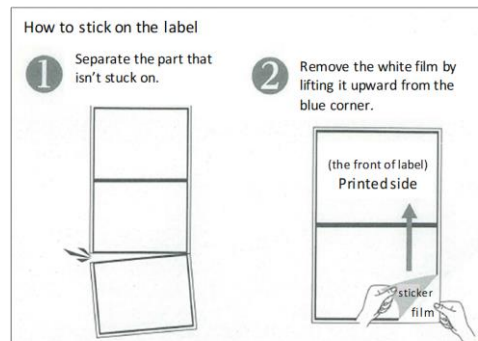
	Label	See upper left image	Signature required	Stick on item ³
①	Dispatch Note ¹	貼付用		
②	Customs declaration ¹	貼付用	○ ²	

Invoice cannot be printed.

¹ When the item's total value is more than 300 SDR, a Dispatch Note and a Customs Declaration (to be enclosed) are printed. (Enclose the Dispatch Note and Customs Declaration in the pouch and stick it on the item.)

² The date and sender's signature are necessary.

³ Please stick on the item as shown in the image (How to stick on the label).



【Examples of labels】 Small packet

See upper left image

【Note】
Regarding "letters/others" labels, the mailing type should not be printed on the upper right of the label.

① Dispatch Note

貼付用		AIR	
		Small Packet	
From (Sender)	To (Addressee)		
Taro Yubin	Ms. Hanako Yubin		
12-3, OTEMACHI, CHIYODA-KU	#123 Central Apartment 25-15		
Tokyo 1000004 0334567890	NEW YORK 10001-1000 JAPAN UNITED STATES OF AMERICA		
	+121212345678		

② Customs declaration

貼付用	CN23	UN000001111JJP		
CUSTOMS DECLARATION 税関告知書 Designated operator				
職権により開封される場合があります。May be opened officially. <input checked="" type="checkbox"/> Gift <input type="checkbox"/> Sale of goods <input type="checkbox"/> Returned goods JAPAN				
<input type="checkbox"/> Documents <input type="checkbox"/> Commercial sample <input type="checkbox"/> Other				
Detailed description of contents	Origin	Quantity	Net Weight	Value
Book	JP	1		¥ JPY 1,000
Total (合計)				¥ JPY 1,000
I, the undersigned, whose name and address are given on the item, certify that the particulars given in this declaration are correct and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations.				
署名及び署名日付 <input checked="" type="checkbox"/> 内容品は危険物に該当しません。危険物の確認のため、開封される場合があります。 <input type="checkbox"/> 社員確認用 - 航空危険物の説明・確認・輸出申告対象（20万円超）を確認				
Signature				