

Customs and Import Issues with Department Orders

The department may receive a call from UPS/FedEx/DHL/Other Shipper stating that there are customs issues with a purchase order placed by the department under their authority.

These companies may ask the department to sign a Power of Attorney (POA) so that the shipper can get the item cleared through customs.

You do not have authority to sign a Power of Attorney for Virginia Tech.

Contact Virginia Tech's Freight Forwarder for assistance.

Virginia Tech Freight Forwarder

The Virginia Tech customs broker is

Airschott Inc

P.O. Box 17373

Washington, DC 20041-0373

[Bob Schott, owner](#)

[General](#)

Air: 1-800-272-4688

Sea: 1-800-772-4688

[Air Imports](#)

Sotha Buon, Office: 1-703-471-7444

[Air Exports](#)

Hyun Yoo, 1-703-471-7444

Freight Forwarder Invoicing

Once all final charges have been accrued, invoices are generated. This would occur according to the specific situation of the delivery.

Estimated Fees

- Custom Entry CF7101, \$150 per entry
- Additional Commercial Invoice, \$150 per Additional
- Additional Tariff Class, \$7.50 per HTS code
- ISF/10+2 Filing (Ocean only), \$25 per entry
- Accounting (Disbursement) Fee Cash Advance 2% 10 min (+1.5%/Month Unpaid), \$7.50 per check
- Messenger fee, \$25 per trip
- Free Entry (CF7523, GEN HDNT 5, CR10.151 etc.), \$75 per entry
- ATA Carnet Clearance, \$75 per entry
- Person Effect entry, \$150 per entry
- Preparation of Pro-forma Invoice, \$25 per invoice
- FDA (including one product code) 25.00 min, \$25 per entry
- FDA Additional Product code, \$5 per code
- FDA Prior Notice Filing 25.00 min, \$25 per entry
- FDA Prior Notice Additional Product code, \$5 per code
- Warehouse Withdrawals, \$75 per withdrawal
- Delivery Verification Certificate, \$50 per certificate
- BATF Form 6A 50.00 min, \$50 per form
- Invoice Extraction, \$35 per page
- Other Agency Documentation, \$40 per document
- General Order Warehouse Service, \$150 per entry
- Foreign Trade Zone Entry, \$75 per entry
- Air Export Forwarding and Documentation, \$75 per AWB
- Ocean Export Forwarding and Documentation, \$150 per OBL
- Other Messenger or Courier Domestic, \$30 per pack
- Professional Service, \$200 per hour
- Clerical Labor, \$50 per hour
- Warehouse Labor, \$40 per hour
- Overtime Clearance Outside of normal Business hours, \$150 per hour

Send any End User Forms to [the Office of Export and Secure Research \(OESRC\)](#) for review.

For further assistance, contact [Procurement](#), 540-231-6221.

Air Shipments

To Any Destination Airport in the United States

Consign MAWB to the appropriate airport, address the MAWB as follows:

Airschott, Inc.
23901 Cargo Drive
Washington Dulles Int'l Airport
Dulles, VA 20166-7639/USA
Notify on arrival: +1-800-272-4688

Provide all pre-alert documents to [Airschott](#), fax +1-703-471-4026

Postal documents should be addressed to:

Airschott, Inc.
P.O. Box 17373
Washington, DC 20041-7373
USA

Ocean Shipments

To Any Destination Seaport or Inland Port in the United States

72 hours prior to loading, you must provide [Seaschott](#) with ISF/10+2 data (if you are not familiar with ISF/10+2, please contact Seaschott immediately).

Consign MBL to the appropriate seaport or inland port, address the MBL as follows:

Seaschott
402 Crain Highway North
Glen Burnie, MD 21061-3009/USA
Notify on arrival: +1-800-772-4688

Please show Seaschott as the Notify Party as well.

Provide all pre-alert documents to [Seaschott](#), fax +1-410-863-1444

Postal documents should be addressed to:

Seaschott
402 Crain Highway North
Glen Burnie, MD 21061-3009
USA