

On January 26, 2010, CBP will be enforcing the requirements for accurate and timely submission of the ISF for import ocean shipments. Your company, as the importer of record, will be facing liquidated damages of up to \$10,000 per shipment if the ISF is not compliant with the 24 hour rule prior to vessel departure.

***IF YOU HAVE ELECTED P&J TO FILE ISF ON YOUR BEHALF:***

- ALL of the required data elements must be received by our personnel 72 hours in advance of vessel sailing in a format that clearly identifies each element.
- Click here <http://www.pagejones.com/forms/isfrequestform.pdf> for P&J approved form for providing this information. In order to assist our customers in streamlining this process our technical staff will work with individual customers in customizing this form and to identify potential electronic interfaces. A request should be made to your Page & Jones representative that you would like this assistance.
- If your company wishes to provide the required data elements on a different form you must email that form to [isf@pagejones.com](mailto:isf@pagejones.com) for approval.
- **Page & Jones will not accept responsibility for failure to file ISF on a timely basis if complete ISF information is not received by P&J personnel as described.**

***IF YOU HAVE ELECTED **NOT** TO HAVE P&J FILE ISF ON YOUR BEHALF*** please complete the attached form <http://www.pagejones.com/forms/isfrauthorizationform.pdf> and email to [isf@pagejones.com](mailto:isf@pagejones.com).

**Our goal is for our importers to be informed and compliant with CBP requirements. Should you have any questions regarding the ISF data elements there is additional information on our website or email us at [isf@pagejones.com](mailto:isf@pagejones.com).**

**If you are not the correct recipient of this correspondence please reply back to this email and provide us with the proper contact within your company.**