



Clayton's Customhouse  
 Brokerage, LLC.  
 PO Box 92245  
 Anchorage, AK 99509-2245



CCB.LLC

[ccb.llc@acsalaska.net](mailto:ccb.llc@acsalaska.net)

907-248-0700 phone

907-250-7629 cell

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**ALL FUNDS ARE TO BE IN US DOLLARS**

Attention: Respected Client  
 Regarding: Method of payment for entry/brokerage services  
 Reference: Current and future entry/brokerage services

Dear Prospective Client,

Payment to US Customs for **Duties and Taxes are to be paid within 10 days of the date of release** per the United States Code of Federal Regulation CFR19 111.29(a)(b)(2)(i)(ii).

Per CFR19 111.29(b) please note: If you are the Import of Record, payment to the broker will not relieve you of liability for US Customs charges (duties, taxes or other debts owed Customs) in the event the charges are not paid by the broker. Therefore, if you pay by check, Customs charges may be paid with a separate check payable to the "US Customs Service" which shall be delivered to Customs by the broker. Importers who wish to utilize this procedure must contact our office in advance to arrange timely receipt of duty checks.

If you wish to pay US Customs Directly you must make prior arrangements and submit 2 separate checks, one to US Customs Service for Duties and Merchandise Processing Fees and the other to CCB.LLC for entry and/or brokerage services.

Verify if this is applicable to your particular entry, as some commodities and trade agreements carry duty free and merchandise processing fees at free.

**\*Credit Card Payment method**

Payment for entry/brokerages services may be made by credit card. Please provide credit card information if this is your preferred form of payment if you desire to have this on file for future transactions.

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Credit Card Number	Expiration Date
Name of Cardholder	Billing ZIP Code
<small>NO AMEX/DISCV</small>	VISA or MASTERCARD

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Indicate the customer service 1-800 phone number located on the back of your card \_\_\_\_\_

Per Phone Order: XXX \_\_\_\_\_

Signature of Cardholder Required \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*This preference is normally used one time shippers, sole proprietors or individuals, nothing over \$350.00 total is to be ran on the credit card method, company policy.\*\*\*\*

**Personal and Company Checks: Preferred Method.**

Entry/release documents and billing invoice will be faxed to importer of record or party responsible for payment of entry/brokerage services with a request of payment within 08 working days, unless procedures are arranged prior to performing services. Hard copy entry packets are mailed out via USPS Certified mail. Please mail your payment to the address indicated by US Postal Express or Priority Service. **Prompt payment is appreciated in regards to these matters, as US Customs requires payment of Duties and Fees in 10 days maximum.** NSF checks will carry \$35.00 fee and collection fees.

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Thank you for your attention regarding the payment of your brokerage services and payment to the US Customs Department for your international shipment.

Respectfully,  
**Elizabeth Clayton-Lewis**  
 President of CCB.LLC  
 Licensed Customs broker

**Bank Wire Transfer's in case of emergency.  
 10 days duties & taxes to CBP, no exceptions.  
 payment appreciated by 8<sup>th</sup> day or earlier**