



PACKING LIST

INTERNATIONAL SHIPMENT | USA TO GHANA

INVOICE / BOOKING NO.	PACKAGE NO. (1 OF 4)	DATE PACKED	DESTINATION CITY, GHANA
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SHIPPER (USA) FULL NAME STREET ADDRESS CITY, STATE, ZIP PHONE EMAIL	CONSIGNEE (GHANA) FULL NAME (AS ON GHANA CARD)GHANA CARD NO. ADDRESS, TOWNGHANAPOST GPS PHONEWHATSAPP ALTERNATE CONTACT, NAMEPHONE
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PACKAGE TYPE ☐ Barrel 55 gal ☐ 65 gal ☐ 77 gal ☐ Drum ☐ Box ☐ Suitcase / tote ☐ Vehicle ☐ Other		
SIZE L X W X H (IN)	WEIGHT (LB)	SEAL / TAG NO.
VEHICLE ONLY: YEAR, MAKE, MODEL	VIN	COLOR

NO.	DESCRIPTION (BE SPECIFIC: WHAT, BRAND, SIZE)	QTY	NEW / USED	VALUE (USD)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

TOTALS

Shipper's declaration. I declare that this package contains only the items listed above, that they are my personal effects or gifts and not for sale, and that it contains no prohibited items: no cash, weapons, ammunition, drugs, flammable liquids, aerosols, compressed gas or perishable food. The information on this list is true and complete.		
SHIPPER SIGNATURE	PRINTED NAME	DATE

FOR GULDSTREET USE ONLY				
CHECKED BY (USA)	DATE	PHOTOS TAKEN	RECEIVED AT TEMA BY	DATE

How to fill in your packing list

1. **One list for every package.** Every barrel, drum, box, suitcase and vehicle gets its own list. Four boxes means four lists. Number them "1 of 4", "2 of 4" and so on, and write the same package number and your invoice number on the outside of the package.
2. **Be specific.** Customs officers at Tema compare what they see with what you wrote. "Clothes" is too vague. "6 men's shirts, used" is right.
3. **Mark every item new or used.** New goods and used personal effects are assessed differently, so the officer needs to know which is which.
4. **Give an honest value in US dollars.** For used items, write what they are worth today, not what you paid. Do not leave values blank and do not undervalue: a list that does not match the contents is the most common reason a package is held for inspection.
5. **Give the consignee's full details.** The name as it appears on the Ghana Card, the Ghana Card number, a GhanaPost GPS address and a working phone number let our agent reach your family and release the package quickly.
6. **Sign the declaration.** An unsigned list is not complete.
7. **Make three copies.** Put one in a plastic bag on top of the contents, tape one to the outside in a plastic sleeve, and send a photo of the list to us on WhatsApp. Keep the original.

Good and poor descriptions

POOR	GOOD
Clothes	6 men's shirts, used; 4 women's dresses, used; 3 pairs children's jeans, new
Food	1 bag jasmine rice 25 lb, new, sealed; 12 cans evaporated milk, new
Kitchen stuff	1 blender (Ninja), used; 1 set cooking pots (5 pieces), used
Shoes	2 pairs women's sneakers, new, in box
Electronics	1 laptop (HP 15 in), used; 1 blood pressure monitor (Omron), new
Toiletries	6 bars soap; 2 bottles lotion 16 oz, new, sealed

Shipping a car? The vehicle itself is documented by its title, bill of sale and VIN. Fill in the vehicle line and list every personal item inside the car on this form. Whether items can travel inside the car depends on how it ships, so ask us before you load it.

Before you seal it. Check the list against the contents one last time, keep anything not on the list out of the package, and leave the top open until our driver has seen it if you would like us to check it with you. Not sure whether an item is allowed? See our [Prohibited Items](#) page or ask us on WhatsApp before you pack it.

Why we ask for this

Our clearing agent in Tema handles every Guldstreet package and checks it against its own list. When the list is clear and complete, inspection is quick and your family gets the package sooner. When it is vague or missing, the package can be held for a full examination. A good packing list is also your record if anything needs to be claimed or explained later.