

Commercial freight quote checklist

A practical worksheet for UAE importers, exporters and trading companies. Use the same shipment details when comparing sea, air and road freight quotations.

Prepare your shipment details

[] **Route:** Collection and delivery country, city, port or airport. Include the final address and free-zone location where relevant.

[] **Goods:** Specific commodity description, material and intended use. Include the HS code only if already confirmed.

[] **Packing:** Number of cartons, pallets or crates; total gross weight; external dimensions of each package; stacking restrictions.

[] **Mode:** FCL or LCL sea freight, air cargo, road freight, or help choosing. Specify container size and equipment where known.

[] **Timing:** Cargo-ready date, required arrival date and any fixed delivery appointment.

[] **Responsibilities:** Agreed Incoterm and named place; who arranges export clearance, import clearance and delivery.

[] **Special handling:** Declare batteries, liquids, chemicals, oversized pieces and temperature requirements. Supply safety information for review.

[] **Contact:** Business name, contact person, phone or email, and single-shipment or recurring volume.

Review documents before departure

Prepare the commercial invoice and packing list. Ask the clearance team which transport documents, certificates, permits and product approvals apply to the actual goods and route. Check that descriptions, quantities and consignee details agree.

Official reference: Dubai Customs FAQs. This worksheet is a planning aid, not customs approval.

Compare scope, then price

- ☐ Origin pickup, handling and export clearance.
- ☐ Main freight, applicable surcharges and quotation validity.
- ☐ Destination handling, release and import clearance.
- ☐ Duties and taxes: included or payable separately?
- ☐ Final delivery, access, appointment and unloading responsibilities.
- ☐ Free time, storage, demurrage and detention terms where applicable.
- ☐ Insurance scope and exclusions, if requested.

Ask for assumptions in writing. Confirm current space, equipment, routing and transit estimates for the actual booking. An estimate is not a guaranteed sailing or delivery date.

Shipment worksheet

Company / contact	
Origin / collection	
Destination / delivery	
Commodity	
Packages / weight	
Package dimensions	
Mode / equipment	
Ready date / deadline	
Incoterm / named place	
Special requirements	
Frequency / volume	

Request a quotation: vortexshipping.ae/contact/

Send the completed details and the services you need: freight, clearance, delivery or storage.