

# Making shipping label of 「 Ordinary small packet 」

➤ Sample : 500g Ordinary small packet to USA

### Ordinary small packet

Remarks :

- 1.Red frame fields are required.
- 2.Please complete this form in English or the language of the country of destination. (Chinese only in Japan, Hong Kong and Macau).
- 3.Please see [ordinary small packet service](#) introduction for your reference.
- 4.Weight and size limit for ordinary small packet :
  - (1) The weight shall not exceed 2 kg per item.
  - (2) The size shall not exceed 0.6 meters for any one dimension and 0.9 meters for the sum of the length, width and height.Minimum size shall not be less than 14 centimeters multiplied by 9 centimeters.
- 5.Online platforms/sellers having applied for IOSS VAT identification no., please fill in the "VAT No.(Tax ID)" field.
- 6.The countries listed here are those which are currently available for ordinary small packet, excluding their territories or outlying islands.
- 7.Inquiry and indemnity for ordinary small packet are not accepted, and no online tracking service either. The number of ordinary small packet is only used for the transmission of ITMATT.

How to  
make  
shipping  
label

If you are Chunghwa Post's contract customer, please fill in your contract no. Otherwise, this field is not required.

**Mail Type**

Registered small packet▼

**Contract No.**

Contract No.

### Sender

**Sender's Name**

Amia Teng

**Postcode** [\\*Postcode search](#)

106409

**Address**

55, Sec. 2, Jinshan S. Rd., Da'an Dist

Taipei

**Tel. Number**(Mobile Phone Number First for SMS notifying)

0981480961

**Addressee**

**Addressee's Name**

**Country**

**Postcode** \*Please confirm the correct postcode first, If wrong, your mail may be returned by the destination country.

**Address** \*Please fill out the addressee 's English address corresponding to the fields below. Do not fill out "city, state, province, region" of the address in the first field of address.

**Tel. Number**

**VAT No.(Tax ID)** ⓘ

Addressee's address:

15 E Ruddock Street, Covina, California, CA91723

First field

City

State · Province · Area

Postcode

The postcode of America is "State code+5 digits". For example : CA917223

**Item**

**Category of Item :**  Gift  Documents  Sales of goods  Commercial sample  Returned goods  Others

**Total Weight(kg)(Including Packing)(3 decimal places)**

**Size-length(cm)(1 decimal place)**      **Size-Width(cm)(1 decimal place)**      **Size-Height(cm)(1 decimal place)**

          

**Vol. Weight(kg)**

**Item Detail**

**Currency**

Item1 Delete

**Content**\*The following information is important for the Customs of the destination country. Inaccurate declaration may cause your mail to be returned.

Quantity	Unit Price	Content weight(kg)(3 decimal places)	Value
<input type="text" value="5"/>	<input type="text" value="300"/>	<input type="text" value="5"/>	<input type="text" value="1500"/>

**HS Tariff Number** **Country of Origin**[Country code table](#)

Add Item

Please confirm whether the information in each field is correct. After clicking "Enter", it cannot be revised.