

## Southbound Standard Operating Procedures

### Drop Stations

#### Los Angeles, CA (LAX)

Mexpress c/o Custom Air Trucking  
23803 Wilmington Avenue  
Carson, CA 90745

Booking Email: [lax-booking@mxpresstrans.com](mailto:lax-booking@mxpresstrans.com)

#### Dallas, TX (DFW)

Mexpress c/o Pinnacle Logistics  
3701 South 20th Avenue, Suite 500  
DFW Airport, TX 75261

Booking Email: [dfw-booking@mxpresstrans.com](mailto:dfw-booking@mxpresstrans.com)

#### Houston, TX (IAH)

Mexpress c/o Pinnacle Logistics  
2928 Greens Road B., Suite 425  
Houston, TX 77032

Booking Email: [iah-booking@mxpresstrans.com](mailto:iah-booking@mxpresstrans.com)

For Rate Inquiries Contact: [rate-request@mxpresstrans.com](mailto:rate-request@mxpresstrans.com)

Cut-off Times on Day of Departure: Paperwork and Booking Cut-off NOON Cargo Drop Cut-off 5pm

Commodity must be identified at time of booking

Booking Phone Numbers: (661) 298-5200 or (800) 301-2080

Notify Mexpress if cargo is being dropped or needs pickup

#### Paperwork Requirements

Forwarder's HAWB, Commercial Invoice (with complete description of goods)

If shipment is international the ADDITIONAL documentation will be required to the above listed T&E Type 62 with Mexico final Destination, Domestic AES (if over \$2500 value)

Paperwork must include the following:

SHIPPER, CONSIGNEE, PIECES, WEIGHT, COMMODITY, DIMS, BOOKING # and CONTACT AT DEST AIRPORT

Port Codes: Nogales AZ, 2604 Laredo TX, 2304

Mexpress CAN file an AES if needed for the fee of \$25, a POA from the shipper is required

Original Paperwork will be given by Mexpress to your office/agent or designated Mexican Broker upon arrival at destination airport in Mexico

ALL wooden crates or pallets MUST be heat treated and stamped with IPPC Logo

Permits from the importer on Medical Equipment / human consumption items need to be on file with Mexpress before the freight crosses the border

Mexpress can deliver beyond the airport for an additional fee, we must have destination city, piece count, weight, dims and service required in order to quote for you

There is no Cargo Insurance Coverage in Mexico unless you additionally request and receive a quote in writing at the time of booking

Mexpress Transportation does not handle hazmat shipments with the EXCEPTON of Class 9 batteries

**The importer in Mexico must have a Mexican Broker at destination airport to clear Mexican Customs!**

**Cargo not booked or received by Mexpress as listed above, will be delayed**