

SHIPPING MATTERS

There are two mailing addresses to the Pontifical North American College/Casa Santa Maria: they are in two *different* countries.

1) Rome, Italy – NAC/CSM address to be used for:

- Documents sent from any country (no declared value)
- Packages containing goods from Italy and European Union countries (recipient will be responsible for any IVA/VAT payment)

Deliveries through **Courier** (e.g. FedEx, DHL, UPS, etc.) and **Postal Service** (e.g. USPS, Canada Post, Australia Post, Poste Italiane, etc.) should be labelled as follows:

Addressee:	PNAC/Casa Santa Maria – <i>Name and Last Name</i>
	Address: Via dell'Umiltà 30
	City: Rome
	State: RM
	Country: ITALY
	Zip Code: 00187

As packages sent to the Italian address from a non-EU country are subject to import/customs duties from the Italian state, to be paid upon delivery, please note that the Porters will not accept packages which require payment upon receipt: the package will be sent back.

2) Vatican - to be used for:

- Documents sent from non-EU countries, with a declared value
- All packages containing goods sent from non-EU countries

Import/Customs duties and handling fees will be debited directly to the recipient.

Deliveries through **Courier** (e.g. FedEx, DHL, UPS, etc.) should be labelled as follows:

Addressee:	Pontifical North American College - <i>Name and Last Name</i>	
	Address:	Servizio del Transito Merci
	City:	Vatican City
	State:	State
	Country:	Europe
	Zip Code:	00120
Do not write: CASA SANTA MARIA /CSM		

Deliveries through **Postal Service** (e.g. USPS, Canada Post, Australia Post, etc.) should be labelled as follows:

Addressee:	Pontifical North American College - <i>Name and Last Name</i>	
	Address:	
	City:	Vatican City
	State:	State
	Country:	Europe
	Zip Code:	00120
Do not write: CASA SANTA MARIA /CSM		

ADDITIONAL COSTS:

Via Courier: Packages delivered to the Vatican/Servizio Transito Merci are subject to a basic customs/handling fee of € 31.00, which may increase depending on the value of the goods. Exact costs are not foreseeable until we receive the relevant invoice (approximately 2 months after delivery).

Via Postal Service: Packages sent through any country's Postal Service, and received at the Vatican Postal Office, are subject to a basic customs/handling fee of € 3.50, which may increase depending on the value of the goods. Exact costs are not foreseeable until we receive the package.

DESCRIPTION OF GOODS:

When shipping **documents** do not indicate a value.

When shipping **goods**, please indicate:

- **Used Personal Effects (for personal belongings) or Gift - Not For Resale**
- **Value: keep this amount at a minimum**, as its only relevance is for Customs Duties (for example you may indicate the cost of the material for production as an estimated value).
- **The Courier may require a Pro forma Invoice**

E-COMMERCE

When purchasing items **online** (e.g. *Amazon.com*), a pro-forma must be included:

- **If the originating port is in the EU** you may send directly to the NAC (see point 1)
- **If the originating port is non-EU** you must send to the Vatican/Ufficio Merci or Vatican Post (see point 2).
- Only pre-paid orders are permitted: **COD/Cash on delivery (*contrassegno*) is not allowed.**

For General inquiries related to shipping matters please contact:

Ms. Elisabetta Segatori

esegatori@pnac.org

Tel: (011-39) 06-6900-1824

Fax: (011-39) 06-6900-1823

The **most cost effective** way to ship large items between NON-EU countries and the PNAC is by requesting shipment through our **Local Shipping Affiliate:**

Futura Cargo International Srl – Mr Marco MANDELLI, *Representative to NAC*

Mobile: (+39) 393-855-9029

Landline: (+39) 06-650-7351 (Available 9 AM-6 PM +1GMT/Central European Time)

Email: pnac@faturacargointernational.it

Available **on-site at CSM: Wednesday 2 PM-4 PM** (April to July; other months, upon request)

NAC Office Phone: (011-39) 06-6849-35107

NAC Office Fax: (011-39) 06-6864-095

To request this door-to-door service, please complete accurately the enclosed **Shipping Form** and send it to Mr Mandelli by email: pnac@faturacargointernational.it

COST ESTIMATES:

Please contact Mr. Marco Mandelli for shipping and handling fees.