



**SPECTRUM Customs Border Services Inc.**  
**L.M. Clark Customs Broker Ltd.**  
SPECTRUMCBS.COM

**INSTRUCTIONS FOR CARRIERS FOR PARS**

**For Canada Bound Shipments OR PAPS for US bound shipments.**

**THE PROCESS:**

- 1) Apply a 'PAPS/SCAC' or PARS bar code to the invoice and bill of lading.
- 2) On the B/L or invoice legibly type/print
  - U.S. or Canadian Port of Entry
  - Date and estimated time of arrival
  - Driver or Dispatch phone number
- 3) Fax/email copies as per below at least 2 hrs. before or earlier if possible.

**WHERE TO FAX FOR SHIPMENTS TO CANADA**

**FAX: 519.250.8315. EMAIL: [PARS@LMCLARK.COM](mailto:PARS@LMCLARK.COM). PHONE: 519.250.8000**

**FOR PARS CONFIRMATION:**

Go to [www.spectrumcbs.com](http://www.spectrumcbs.com) or [www.lmclark.com](http://www.lmclark.com) click "PARS", key in your complete PARS number and the system will provide PARS acceptance information.

**HOURS OF OPERATION AND CONTACT INFORMATION**

**MONDAY-FRIDAY FROM: 9:00AM TO 12:00AM. (519) 250-8000. IF IT IS BUSY LEAVE A MESSAGE AND THEY WILL CALL YOU BACK.**

**HOLIDAYS AND ALL OTHER TIMES**

**FAX/EMAIL AS STATED ABOVE & TELEPHONE TO PRE-ALERT US AT OUR 24 HOUR NUMBER 519.965.1457**

**If you are arriving after the hours noted above you MUST call the 24 hour pager at 519.965.1457 to alert us of an impending shipment.**

**WHERE TO FAX/EMAIL FOR SHIPMENTS TO THE USA**

**FAX 1.877.548.7277 or EMAIL [USIMPORTS@LIVINGSTONINTL.COM](mailto:USIMPORTS@LIVINGSTONINTL.COM)**

**FOR PAPS CONFIRMATION:**

Go to [www.spectrumcbs.com](http://www.spectrumcbs.com) click on Carrier Info then "PAPS/SCAC", key in **HOURS OF OPERATION AND CONTACT INFORMATION**  
**24 HOURS/7 DAYS A WEEK.**

**\*\*It is not advisable for the truck to leave the origin warehouse without having a PAPS/PARS acceptance. Doing so could result in delays for which we cannot be held responsible.**