

ORIGIN DOCUMENTATION FOR INTERNATIONAL SHIPMENTS

The inventory listing is the most important document used in an international relocation. It is used as a means of accounting for the items being shipped, for customs clearance and for insurance claims purposes. Please follow these procedures when preparing documentation for international relocations.

- The full name of the owner of the goods must appear on the inventory exactly as it appears on the owner's passport.
- PBO or miscellaneous must never appear on the inventory. An indication of the carton size and a brief description of the contents and their condition must be listed. (If customs sees the letters PBO, an inspection will be ordered)
- Large appliances such as a fridge, stove, stereo, or computer must have the make model and serial number listed on the inventory.
- Check if there are firearms in the shipment. They may not be allowed in the destination country.
- The inventory tag number must correspond with the number on the inventory. Please ensure that tags are transferred to the outside of wrapping material .
- Contents must be listed on the outside of each carton or piece of furniture. It is usually helpful to the delivery agent to list the room they belong in.
- Separate inventories must be prepared for each phase of the move (air, steamship container, Groupage, LCL, storage)
- The owner of the goods must sign the inventory. A copy of the inventory is left with the owner – not the top copy. The top copy should be faxed as soon as the crew returns from loading.
- Scale tickets are not required unless requested by the customer or account.
- If the shipment is insured, the valuation form must be completed, signed and dated by the shipper.
- Delivery address and contact information should be faxed along with the inventory and valuation form.

PACKING INTERNATIONAL SHIPMENTS

- All cartoned items must be wrapped in standard "newsprint". No items should be found unwrapped inside the carton.
- Tape all seams.
- Tape or bubble wrap must never be placed directly onto wood surfaces. Bubble wrap will make wood sweat. Wrap wooden items in cushion pads with the plastic side out. Pad out corners with corrugated cardboard pieces.
- Bandage wrap wooden legs. You will find specially cut material at your material supplier or custom cut your own.
- Wrap pictures in paper pads before placing in mirror cartons.
- Wardrobe cartons must have the hangers tied or taped down.
- Cut down Hanging wardrobes to conserve space
- Lay flat wardrobes may be used for air shipments.
- Mattresses and box springs must go in mattress cartons.

LOADING INTERNATIONAL Steamship Containers

- Check the container for holes, damage, odours or previous cargo residue AS SOON AS CONTAINER ARRIVES.
- Use heavy items as a base. Shipment should be loaded from floor to ceiling. Do not "float" a small shipment. Pad out empty spaces to avoid shifting or rubbing.
- Always use a bulkhead to brace the shipment. This could be plywood tied off and nailed to the floor or a queen size mattress carton tied off.
- Take enough materials to properly tie-off & secure the load!! It is a rough Ocean