



## EXPORT PERSONAL EFFECT SHIPMENTS

Dear Valued Client

Please find listed a check list of formalities & information to achieve a trouble free delivery of your cargo.

- 1) Book your cargo on our web page , please ensure you enter your pick & delivery details Accurately, as this information is used in the preparation of your export documentation & is the basis of your information to us.  
(Booking your cargo by telephone, please ensure you have your correct pick up & delivery information ready when booking.)
- 2) We require your inventory list prior to pick up ( List of the articles you are shipping ) you may send this list by email or fax (this information is needed for your Customs export clearance)
- 3) You must accurately measure your cargo prior to export booking , as this is the basis of our quotation to you & determines the size of the truck we send for your cargo pick up  
(Note we also measure you cargo in our depot once received)
- 4) When arranging your pick time & date
  - a) we have a morning pick up 8.30 to 1 pm or an afternoon pick up 1pm to 5 pm
  - b) should you require a specific time , this can be arranged as VIP service & incurs a additional cost of \$100.00
  - c) You must assist the driver to load your cargo (DON'T PACK YOUR CARGO) into boxes that cannot be lifted by hand, as we will not be able to lift onto the pick up truck.
  - d) Should your cargo need special lifting, this can be arranged but additional loading charges may apply, please discuss your loading requirements with us prior to arranging your cargo pick up.
  - e) If you are not home when the pick up truck arrives or we are unable to load, you may be charged a missed pick up surcharge.
- 5) Packing your cargo, your cargo must be securely packed, (we suggest you read or FAQ section on how to pack your cargo, located on our web page) to avoid cargo damage or loss.
- 6) Labeling your cargo ,ensure your cargo is labeled with your consignment delivery address include your phone ,fax ,email numbers & your packages are number 1 up
- 7) Payment is required prior to your cargo being picked up, you may pay by credit card or direct debit

Best Regards

Worldwide Customs & Forwarding Agents P/L