

Booking Form – Door to Port



Instructions: To confirm your shipment, please complete ALL the fields; your name MUST be the same as that shown on your passport. **Type, or print clearly** (these documents need to be legible for Customs Officers) and be advised that illegible documents will be returned, and may result in delay of your shipment.

Shipper Name

Last

First

MI

Pick Up Address in Japan:

(Include building name & room number)

Post Code:

Phone:

Fax:

Mobile:

Email:

Passport Number:

Country:

Shipper Departure Date:

mm/dd/yy

IMPORTANT: We must have the following documents before your shipment is picked – up

Copy of your passport Photo/Information Page

A copy of your itinerary airline/ferry Ticket

Your completed Packing List

Choose the Service that meets your needs:

Economy

Economy Plus

First Class – Pro Pack

Shipment
(In Japan)

Pick up

date:

mm/dd/yy

Shipment Destination City:

(As identified on shipment quote form)

Destination Address (REQUIRED regardless of service type):

(Street address, building name, room number)

Post Code

(City, State/Province, Country)

Phone:

Fax:

Mobile:

Email:

Billing Instructions:

Send final invoice by:
telephone

Fax

Email

Post

Notify by

To:

Myself

Employer

Other (Specify)

Employer

Contact

Person:

Would you like insurance coverage?

declared

YES

NO

Insurance premium is 1.3% of the
¥3,000)

value of goods on your packing list.

(Minimum charge:

Forwarding of Shipment:

Send my belonging on first available vessel

Hold in Japan for

Arrange so shipment arrives at destination on

or about

mm/dd/yy

Other (specify)

Additional Comments:

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I hereby authorize Shipmates to prepare and execute any and all documents necessary for acceptance of this shipment by the carrier(s), and by signing below agree to the terms and conditions of carriage identified on Page 2 of this Confirmation of Shipment agreement.

Shipper's Signature:

Date:

mm/dd/yy

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Terms and Conditions

Prior to actual booking, Air and Sea rates published on our web site, and all rates quoted by phone are subject to changes, which reflect market pressures. Once an estimate has been accepted, a deposit is required to guarantee rates for up to SIX MONTHS from the date booked.

Shipper grants Company sole authority to select a carrier, agent, customs broker, or other entity deemed necessary by Company to deliver the shipment to the shipment **Destination City** identified on this Confirmation of Shipment.

Definitions

Shipper Also **Consignee, You, Your** means the person named on this agreement and the Bill of Lading.

Shipment Also **Consignment** is the quantity and description of those items listed on the Shipper's Letter of Instructions and/or Bill of Lading.

Carrier Means all carriers that transport or handle a shipment while in transit.

Bill of Lading Is the Carrier's agreement to carry the goods

Company Also **We, Us, Our**, means Shipmates Worldwide Moving Co. Ltd.

Destination City Means the specific location identified on this agreement, and is the point at which Shipmate's responsibilities and liability to the shipper ceases.

Measurements Shipper accepts the Cubic Meter and Weight measurements as determined by the official marine surveyor at the carrier's bonded warehouse.

Pro Pack Is the contracted export packing service offered by Shipmates.

- I. This shipment is accepted subject to the terms and conditions of carriage issued by the carrier selected by Company, and identified on the Bill of Lading issued by such carrier.
- II. Except those items packed using Pro Pack, **Shipper** is solely responsible for the proper packaging of all items contained in the shipment. Company accepts no liability for items not accepted by carrier, loss or damage to the Shipment, from any cause.
- III. **Shipper acknowledges** the carrier's limited liability for loss during transit. Shipper further acknowledges notification of the availability of optional insurance against loss during transit. Refer to Shipper's insurance policy for coverage, limits of liability, and instructions on how to make a claim.
- IV. **Shipper agrees** that no diversion can be made once a shipment is booked. Shipments are **ONLY** delivered to the shipment **Destination City** identified on this Confirmation of Shipment.
- V. Arrangements made by the **shipper** for Shipments to be delivered beyond the Destination City by another carrier/third party is the sole responsibility of the **Shipper** and Company will not bare any responsibility for any costs, losses, damages resulting from such contract.
- VI. **Shipper certifies** that this shipment does not contain any unauthorized explosives, incendiaries, hazardous materials, dutiable goods that have not been declared, narcotics, or any item/substance for which export from Japan and/or import to the destination country is restricted. **Shipper consents** to a search of this cargo by officials with authority to conduct such search.
- VII. The carrier determines transit time, and Company or the designated carrier shall not be responsible for delays, inconvenience, or any consequential damages resulting from delay. **Shipper** further agrees that total transit time is not specified
- VIII. Unless otherwise specified in this agreement, **Shipper** is solely responsible for destination charges, including but not limited to documentation, handling, excess storage, customs examination and customs brokerage. Customs Duty and any cost associated with customs clearance is the sole responsibility of the **Shipper**, along with any demurrage or other charges resulting from failure to clear the shipment in a timely manner.
- IX. A **Shipment** that is not picked up within the time specified by the Destination City Warehouse Company is subject to seizure by Government Order, and any penalties incurred are the sole responsibility of the **Shipper**.
- X. **Shipper agrees** to make payment in full upon receipt of invoice, (issued only when the carrier has determined the official measurement and weight) and can be made by Electronic Transfer.

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XI. A **Shipment** that is not cleared before the carrier's vessel closing date will be delayed pending the next available vessel.

XII. This agreement is made in, and governed by the laws and regulations of Japan

Shipper acknowledges that these Terms and Conditions have been read, and understood.

Protecting your privacy:

Shipmates Worldwide Moving Co. Ltd. will only use your personal information as necessary to complete your shipment. We will only send address and contact information as needed to clear customs and deliver your shipment to the local warehouse in your destination port/city. We will not provide this information to any other party.

Dai



Shipmates Worldwide Moving Co. Ltd.

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