



Shipment Checklist

FMC License no.: 026435N

Please ensure all of the forms have been completed and procedures have been adhered to:

Form/Process	Status (check as applicable)		
	Not required	Pending	Complete
Document/Process			
NSA/NRA instrument (if NVOCC transaction)			
Provide client copy of Terms and Conditions of service			
Booking Request			
Power of Attorney			
Booking arrangement with other parties			
Ocean carrier			
Trucking			
Rail			
Container loaders/packers/dangerous goods handlers			
Warehouse			
OTI Legal Disclaimer of Cargo Ownership			
Cargo Insurance Request			
Freight Quotation with obtained information/cost			
Booking/Freight deposit and Banking information			
Vehicle document receipt and verification of authenticity			
Authorization to export vehicle			
Authorization to prepare, transmit EEI			
Allocation of container seal(s)			
AES Filing			
Shipping Instructions			
Packing List			
Commercial Invoice			
Dangerous Goods Declaration			
Non-Profit Organizations / NGO shipments			
Non-Profit Declaration of Value and Invoice			
Non-Profit Certificate of Humanitarian Aid			
Non-Profit Gift Certificate for Export			
Vehicle Stowage, Drain, and Disconnect Attestation			
Memorandum of Cargo Insurance			
CBP Letter of Intent creation and submission			
Dock Receipt			
Submit all documentation for carriers and handlers			
Coordinate container movement from yard to port			
Invoice (pre-shipment)			
Invoice (final) after container sailing			
Pay all parties concerned			
Provide client with Bill of Lading, and other documents			