

CONSIGNMENT INSTRUCTIONS

Consign To:

Shipper's Name - exactly as it appears on the passport / Johnson International
7009 S. Jordan Rd.
Centennial, CO 80112
Tel: 303-785-4352
email: intlorders@johnson-united.com

Notify Party:

Same As Consignee

** Please book your ocean shipment on an EXPRESS RELEASE OBL. If originals are required, there will be additional charges assessed. Kindly have your OBL is scheduled to be cleared through customs at the initial port of entry - do not book on an IT to be cleared at the inland terminal. **

PAYMENT AGREEMENT

"If we have established credit between our companies, we have 30-day net payment terms. Until credit is established, we will require payment in full prior to delivery. Payment via wire (paid in USD). A \$30 wire fee will be added to your invoice."

Customs Document Required for HHGS Import (Shipper being relocated or immigrating to the USA)

- 1- 3299
- 2- Supplemental Declaration
- 3- Power of Attorney
- 4- Scanned copy of shipper's passport (picture page only)
- 5- Scanned copy of permanent resident alien card (if shipper is a legal returning resident) / Visa
- 6- Scanned copy of the US Visa given by the US Consulate in the foreign country (if the person is emigration for the first time to the USA)

* Above is for STANDARD CUSTOMS CLEARANCE procedure with NO vehicles, alcohol, food, or items newer than 1 year.

** If shipment is Consular, Diplomatic. Inheritance, Antiques or New Articles, Food or Alcohol, kindly check with us for the other document requirements.

Johnson International Moving Specialists
"Around the World, Around the Clock"

ISF 10-2 Information is need (no less than)
24 hours prior to shipment departure from ORIGIN PORT

TRANSFeree INFORMATION (please also scan of the transferee's passport)

Transferee's Legal Name:	
Transferee's Passport Number:	
Passport country of Issue:	
Transferee's Date of Birth:	

SHIPMENT INFORMATION; (SEND UPDATED INFO AS APPLICABLE)

House OBL (send copy of the OBL) / SCAC Code:	/
Master OBL (send copy of the OBL) / SCAC Code:	/
Date of Departure from the last Foreign port (and sailing details)	

Selling Party: Transferee's origin home address (including street, city and postal code)

Buying Party: Transferee's destination home address (including street, city and postal code) if known. If not known, please advise valid contact address.

Stuffing/Loading Location:

This may be the transferee's home address, your warehouse address, or the address where the shipment is consolidated. Please advise including street, city and postal code.

Consolidation:

This may be your company's warehouse address, or the address where the shipment is consolidated. Please advise the address including street, city and postal code.



How to Fill Out Your U.S. Customs Form 3299

(Declaration for Free Entry of Unaccompanied Articles)

Please note the definition of certain words used in the form:

IMPORTER: Yourself

RESIDENT: American citizen

NON-RESIDENT: Any citizen from a country other than the U.S.

HOUSEHOLD GOODS: Furniture & household goods, except personal effects

PERSONAL EFFECTS: Clothing, jewelry, photographic equipment, tape recorders, stereo components, vehicles, etc.

FOREIGN: Not American

The declaration is divided into seven parts; some are to be left blank according to the following instructions.

PART I - Box 1: Your name.

Box 2: Your birth date.

Box 3: Date of your arrival in the U.S. Remember: your US Customs form 3299 is not valid until your arrival in the US, so plan your arrival to coincide with the arrival of your shipment.

Box 4: U.S. address and/or contact phone number.

Box 5: Name of airport where you cleared Customs in U.S.

Box 6: Name of airline and flight number you will enter the U.S. on.

Box 7: First names of accompanying household members and relation to you.

Box 8: Leave blank.

PART II - Box 9: "X" appropriate box.

Box 10: "X" one.

PART III - Leave blank.

PART IV - "X" appropriate boxes-bearing in mind special meaning of the terms "household goods" and "personal effects".

On the back of the form (item D: "List of Articles") provide the following (you may use additional sheet of paper):

- List of personal effects, with U.S. dollar amount paid and date of purchase.
- List of all furniture purchased less than a year prior to personal departure; also indicate U.S. dollar amount and date of purchase for each item.

- List of alcoholic beverages, showing number of bottles, size of bottles (fifth, quart, etc.), value per bottle, type of alcoholic beverages, alcohol content on wine and champagne, and proof on hard liquor.

These articles are subject to customs duties, taxes and supplementary entry fees.

PART V - Leave blank.

PART VI - "X" B- Importer's signature and today's date.

PART VII - Leave blank.

How To Fill Out Your

Supplemental Declaration For Unaccompanied Personal and Household Effects

- Numbers 1 through 14 **must** be completed by you, and should be self-explanatory.
- Numbers 15 and 16- Leave blank (these will be filled out by the broker or an authorized agent).
- Number 17- Select: Importer.
- Number 18- Date and sign.

NOTE: This form **must** be completed along with Customs Form 3299 and submitted to our representative at origin at time of pickup of your household effects.

TREASURY DEPARTMENT
U.S. CUSTOMS SERVICE

**SUPPLEMENTAL DECLARATION FOR
UNACCOMPANIED PERSONAL AND HOUSEHOLD EFFECTS**

1. OWNER OF HOUSEHOLD GOODS
(Last name, first, and middle)

2. DATE OF BIRTH

3. CITIZENSHIP

4. PASSPORT (Country and number)

5. SOCIAL SECURITY NUMBER

6. RESIDENT ALIEN NO.

7. U.S. ADDRESS

10. EMPLOYER

11. POSITION WITH COMPANY

8. FOREIGN ADDRESS

12. LENGTH OF EMPLOYMENT

9. REASON FOR MOVING

13. NATURE OF BUSINESS

NAME AND TELEPHONE OF COMPANY OFFICIAL
14. WHO CAN VERIFY ABOVE INFORMATION

NAME AND ADDRESS OF FREIGHT FORWARDERS,
15. PACKERS AND SHIPPING AGENTS

SHIPMENT ITINERARY
16. PACKERS AND SHIPPING AGENTS

17. CERTIFICATION A. Authorization Agent B. Importer (check one)

18. SIGNATURE



BARONWORLDWIDE

POWER OF ATTORNEY

Designation of Export Forwarding Agent, Acknowledgement of Terms and Conditions

TAX ID NUMBER (EIN): _____

- Individual
- Partnership
- Corporation
- Sole Proprietorship
- Limited Liability Company

KNOW ALL MEN BY THESE PRESENTS: That, (name) _____ doing business as a _____

under the laws of the State of _____, residing or having a principal place of business at _____,

hereby constitutes and appoints **Baron Worldwide** its officers, employees and/or specifically authorized agents to act for and on its behalf as true and lawful agent and attorney of the grantor for and in the name, place and stead of said grantor, from this date, in the United States (the "territory") either in writing, electronically, or by other authorized means, to:

Make, endorse, sign, declare, or swear to any customs entry, withdrawal, declaration, certificate, bill of lading, carnet, or any other documents required by law or regulation in connection with the importation, exportation, transportation, of any merchandise, in or through the customs territory, shipped or consigned by or to said grantor;

Perform any act or condition which may be required by law or regulation in connection with such merchandise deliverable to said grantor; to receive any merchandise;

Make endorsements on bills of lading conferring authority to transfer title, make entry or collect drawback; and make, sign, declare or swear to any statement or certificate required by law or regulation for drawback purposes, regardless of whether such document is intended for filing with customs or another agency or entity;

Sign, seal, and deliver for and as the act of said grantor any bond required by law or regulation in connection with the entry or withdrawal of imported merchandise or merchandise exported with or without benefit of drawback, or in connection with the entry, clearance, lading, unloading or navigation of any vessel or other means of conveyance owned or operated by said grantor, and any and all bonds which may be voluntarily given and accepted under applicable laws and regulations, consignee's and owner's declarations provided for in section 485, Tariff Act of 1930, as amended, or affidavits or statements in connection with the entry or merchandise;

Sign and swear to any document and perform any act that may be necessary or required by law or regulation in connection with the entering, clearing, lading, unloading, or operation of any vessel or other means of conveyance owned or operated by said grantor;

Authorize other Customs Brokers duly licensed within the territory to act as grantor's agent; to receive, endorse and collect checks issued for Custom duty refunds in grantor's name drawn on the Treasurer of the United States; if the grantor is a nonresident of the United State, to accept service of process on behalf of the grantor;

And generally to transact business, including filing of claims or protest under section 514 of the Tariff Act of 1930, or pursuant to other laws of the territories, in which said grantor is or may be concerned or interested and which may properly be transacted or performed by an agent and attorney;

Giving to said agent and attorney full power and authority to do anything whatever requisite and necessary to be done in the premises as fully as grantor could do if present and acting, hereby ratifying and confirming all that the said agent and attorney shall lawfully do by virtue of these presents;

This power of attorney to remain in full force and effect until revocation in writing is duly given to and received by grantee (if the donor of this power of attorney is a partnership, the said power shall in no case have any force or effect in the United States after the expiration 2 years from the dates of its execution);

Appointment as Forwarding Agent: Grantor authorizes the above Grantee to act within the territory as lawful agent and sign or endorse export documents (i.e. commercial invoice, bill of lading, insurance certificates, drafts and any other document) necessary for the completion of an export on the grantor's behalf as may be required under law and regulation in the territory and to appoint forwarding agents on grantor's behalf;

Grantor waives the confidentiality requirements of section 111.24 of the Customs Regulations and the requirement in section 111.36 of the Customs Regulations that a customs broker transmit a copy of its bill for service directly to the importer, and authorizes the customs broker to transmit its bill for services and copies of the customs entry documents and related documents (CBP-7501 or other documents used to make entry, commercial invoices, etc.) through grantor's forwarder if applicable. No part of this agreement or any other agreement forbids or prevents direct communication between the importer or other party in interest and the customs broker;

GRANTOR ACKNOWLEDGES RECEIPT OF AND AGREES THAT THE TERMS AND CONDITIONS OF SERVICE AS AVAILABLE ONLINE AT THE FOLLOWING WEBSITE, AND ALL FUTURE UPDATES OR REVISIONS THERETO AS MAY BE APPLICABLE AT THE TIME OF SERVICES, SHALL GOVERN ALL TRANSACTIONS BETWEEN GRANTOR AND UNIGROUP WORLDWIDE LOGISTICS, LLC., UNIGROUP WORLDWIDE LOGISTICS, LLC - [HTTP://UNIGROUPLOGISTICS.COM](http://UNIGROUPLOGISTICS.COM).

If the Grantor is Limited Liability Company, the signatory certifies that he/she has full authority to execute this power of behalf of the Grantor.

IN WITNESS WHEREOF, the said (name) _____

Caused these presents to be sealed and signed: (Signature) _____

(Capacity) _____

(Date) _____ Witness: (if required): _____

If you are the importer of record, payment to the customs broker will not relieve you of the liability for U.S. Customs charges (duties, taxes or other debts owed Customs) in the event the charges are not paid by the broker. Therefore, if you pay by check, Customs charges may be paid with a separate check payable to "Bureau of Customs and Border Protection: which shall be delivered to Customs by the broker. Importers who wish to utilize this procedure must contact our office in advance to arrange timely receipt of duty checks.

**DECLARATION FOR FREE ENTRY
OF UNACCOMPANIED ARTICLES**

19 CFR 148.6, 148.52, 148.53, 148.77

Paperwork Reduction Act Statement: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-0014. The estimated average time to complete this application is 45 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 799 9th Street, NW., Washington DC 20229.

PART I -- TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES (Please consult with the CBP official for additional information or assistance. REMEMBER--All of your statements are subject to verification. False declarations or failure to declare articles could result in penalties.)

1. IMPORTER'S NAME (Last, first and middle)		2. IMPORTER'S DATE OF BIRTH	3. IMPORTER'S DATE OF ARRIVAL
4. IMPORTER'S U.S. ADDRESS		5. IMPORTER'S PORT OF ARRIVAL	
		6. NAME OF ARRIVING VESSEL CARRIER AND FLIGHT/TRAIN	
7. NAME(S) OF ACCOMPANYING HOUSEHOLD MEMBERS (wife, husband, minor children, etc.)			

8. THE ARTICLES FOR WHICH FREE ENTRY IS CLAIMED BELONG TO ME AND/OR MY FAMILY AND WERE IMPORTED	A. DATE	B. NAME OF VESSEL/CARRIER	C. FROM (Country)	D. B/L OR AWB OR I.T. NO.
E. NUMBER AND KINDS OF CONTAINERS	F. MARKS AND NUMBERS			

PART II -- TO BE COMPLETED BY ALL PERSONS EXCEPT U.S. PERSONNEL AND EVACUEES

9. RESIDENCY ("X" appropriate box) I declare that my place of residence abroad <input type="checkbox"/> is <input type="checkbox"/> was	A. NAME OF COUNTRY	B. LENGTH OF TIME Yr. Mo.
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C. RESIDENCY STATUS UPON MY/OUR ARRIVAL ("X" One) <input type="checkbox"/> (1) Returning resident of the U.S. <input type="checkbox"/> (2) Nonresident:	<input type="checkbox"/> a. Emigrating to the U.S.	<input type="checkbox"/> b. Visiting the U.S.
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10. STATEMENT(S) OF ELIGIBILITY FOR FREE ENTRY OF ARTICLES
I the undersigned further declare that ("X" all applicable items and submit packing list) :

A. Applicable to RESIDENT and NONRESIDENT <input type="checkbox"/> (1) All household effects acquired abroad for which free entry is sought were used abroad for at least one year by me or my family in a household of which I or my family was a resident member during such period of use, and are not intended for any other person or for sale. (9804.00.05, HTSUSA) <input type="checkbox"/> (2) All instruments, implements, or tools of trade, occupation or employment, and all professional books for which free entry is sought were taken abroad by me or for my account or I am an emigrant who owned and used them abroad. (9804.00.10,9804.00.15, HTSUSA)	C. Applicable to NONRESIDENT ONLY <input type="checkbox"/> (1) All household effects acquired abroad for which free entry is sought were used abroad for at least one year by me or my family in a household of which I or my family was a resident member during such period of use, and are not intended for any other person or for sale. (9804.00.05, HTSUSA) <input type="checkbox"/> (2) Any vehicles, trailers, bicycles or other means of conveyance being imported are for the transport of me and my family and such incidental carriage of articles as are appropriate to my personal use of the conveyance. (9804.00.35, HTSUSA)
B. Applicable to RESIDENT ONLY <input type="checkbox"/> All personal effects for which free entry is sought were taken abroad by me or for my account. (9804.00.45, HTSUSA)	

PART III -- TO BE COMPLETED BY U.S. PERSONNEL AND EVACUEES ONLY

I, the undersigned, the owner, importer, or agent of the importer of the personal and household effects for which free entry is claimed, hereby certify that they were in direct personal possession of the importer, or of a member of the importer's family residing with the importer, while abroad, and that they were imported into the United States because of the termination of assignment to extended duty (as defined in section 148.74(d) of the Customs Regulations) at a post or station outside the United States and the CBP Territory of the United States, or because of Government orders or instructions evacuating the importer to the United States; and that they are not imported for sale or for the account of any other person and that they do not include any alcoholic beverages or cigars. Free entry for these effects is claimed under Subheading No. 9805.00.50, Harmonized Tariff Schedule of the United States.

1. DATE OF IMPORTER'S LAST DEPARTURE FROM THE U.S.	2. A COPY OF THE IMPORTER'S TRAVEL ORDERS IS ATTACHED AND THE ORDERS WERE ISSUED ON:
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PART IV -- TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES (Certain articles may be subject to duty and/or other requirements and must be specifically declared herein. Please check all applicable items and list them separately in item D on the reverse.)

A. For U.S. Personnel, Evacuees, Residents and Non-Residents <input type="checkbox"/> (1) Articles for the account of other person. <input type="checkbox"/> (2) Articles for sale or commercial use. <input type="checkbox"/> (3) Firearms and/or ammunition. <input type="checkbox"/> (4) Alcoholic articles of all types or tobacco products. <input type="checkbox"/> (5) Fruits, plants, seeds, meats, or birds. <input type="checkbox"/> (6) Fish, wildlife, animal products thereof.	B. For Residents and Non-Residents ONLY <input type="checkbox"/> (7) Foreign household effects acquired abroad and used less than one year. <input type="checkbox"/> (8) Foreign household effects acquired abroad and used more than one year.
	C. For Resident ONLY <input type="checkbox"/> (9) Personal effects acquired abroad. <input type="checkbox"/> (10) Foreign made articles acquired in the United States and taken abroad on this trip or acquired abroad on another trip that was previously declared to CBP. <input type="checkbox"/> (11) Articles taken abroad for which alterations or repairs were performed abroad.

D. LIST OF ARTICLES

(1) ITEM NUMBER CHECKED IN PART IV, A., B., C.	(2) DESCRIPTION OF MERCHANDISE	(3) VALUE OF COST OF REPAIRS	(4) FOREIGN MERCHANDISE TAKEN ABROAD THIS TRIP: <i>State where in the U.S. the foreign merchandise was acquired or when and where it was previously declared to CBP.</i>

PART V -- CARRIER'S CERTIFICATE AND RELEASE ORDER

The undersigned carrier, to whom of upon whose order the articles described in PART I, 8., must be released, hereby certifies that the person named in Part I, 1., is the owner or consignee of such articles within the purview of section 484(h), Tariff Act of 1930.

In accordance with provisions of section 484(h), Tariff Act of 1930, authority is hereby given to release the articles to such consignee.

1. NAME OF CARRIER	2. SIGNATURE OF AGENT (Print and sign) Date
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PART VI -- CERTIFICATION TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY

I, the undersigned, certify that this declaration is correct and complete.

1. "X" One
 A. Authorized Agent* (From facts obtained from the importer) B. Importer

2. SIGNATURE	3. DATE
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**An Authorized Agent is defined as a person who has actual knowledge of the facts and who is specifically empowered under a power of attorney to execute this declaration (see 19 CFR 141.19, 141.32, 141.33).*

PART VII -- CBP USE ONLY (Inspected and Released)	1. SIGNATURE OF CBP OFFICIAL	2. DATE
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