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| **PLEASE NOTE** |

# **Payment Terms**

# All rates are quoted in US Dollars.

# All credit cards payments will be subject to a 2% surcharge fee.

# Payment in advance is required prior to delivery unless otherwise agreed in writing.

# **Validity**

# This quote is valid for a period of 30 days.

# **Variations**

# Quote is based on a density of 6.5.

# Quote is based on weight / volume, which ever figure is higher.

# **THC & Additional Payments**

# ATHC is approximately between $100.00 - $150.00. If the final amount is higher than the estimated fees, we will invoice ATHC per the actual amount plus an outlay fee of $25.00.

Any additional payments made on behalf of the booking agent / customer will be subject to an outlay fee.

Outlay fee will be 5% from the total amount paid on with a minimum $25.00 fee.

# **Additional Charges**

# Difficult access charges are use of a shuttle truck, elevator, stair carries (above 1st floor), long carries over 75’ and parking permits.

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| **SERVICES INCLUDED** | |
| Customs Clearance | Unpacking to flat surface |
| Inland Trucking | Unwrapping of furniture |
| Delivery to residence with normal access | Set-up of normal pieces furniture |
| One-time placement of items inside home | Same day debris removal |
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| **SERVICES EXCLUDED** | |
| ATHC | Additional debris removal |
| ISPS | Assembly of new furniture |
| Storage | Assembly of Ikea type furniture |
| Warehouse handling | Uncrating of fragile items |
| Difficult access | Maid service |
| Duties and/or taxes | 3rd party service |
| Government exam fees | Service outside normal business hours |
| Airport storage charges or detention | Insurance coverage |
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# **REQUIRED DOCUMENTS FOR CUSTOMS CLEARANCE**

* Packing inventory list (PBOs must show contents)
* Copy of consignee’s passport and valid visa for non-USA passport holders
* Copy of passports and valid visas for non-USA passport holders for all family members relocating with consignee
* US Customs Form 3299 (Declaration for Free Entry)
* US Customs Form – Supplemental Declaration
* Power of Attorney
* Express Bill of Lading
* US contact information for the shipper
* Copy of Automobile or Motorcycle Title or Foreign Registrations
* US DOT and EPA Forms for each automobile or motorcycle

# **WOOD PACKING MATERIALS**

All Wood Packaging Material entering or transiting through the United States must be either heat treated or fumigated with methyl bromide as outlined in the *International Standards for Phytosanitary Measures: Guidelines for Regulating Wood Packaging Material in International Trade* (ISPM 15). The WPM must also be marked with an approved international logo, certifying it has been appropriately treated.

[IPPC mark of approval](http://www.cbp.gov/xp/cgov/import/cargo_control/agric_quar_insp/wpm/)

# **CONSIGMENT INSTRUCTIONS**

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| ***CONSIGNEE: NOTIFY PARTY*** | | |
| Shipper’s name (as per passport)  USA Address | Star Moving Solutions  22695 Commerce Center CT #100  Sterling, VA 20166  (T) 703 421 6510  (F) 703 421 6515 |

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| **EXPLANATION OF EXCLUDED SERVICES** | |
| **Uncrating:** | Fragile items shipped in wooden crates |
| **Insurance Coverage:** | Full replacement value coverage to protect the shipment from port-to-door. |
| **Storage:** | If the shipment must be stored at our warehouse until customer is able to accept delivery. |
| **Difficult Access:** | Difficult access charges are use of a shuttle truck, elevator, stair carries (above 1st floor), long carries and parking permits. |
| **Duties / Taxes:** | Shipments crossing international borders are subject to the assessment of duties and taxes imposed by the importing country's government. Typically, duties and taxes must be paid before the goods are released from customs. |
| **Government Exam Fees:** | May result from random inspections performed by local Customs authorities at either origin or destination ports. |
| **Per Diem:** | Charges incurred if an empty or loaded container is not returned to the port by the required date from the shipping line. The per diem fee and time vary by shipping line. |
| **Demurrage:** | Demurrage is a fee charged by ocean carriers and railroads when a container is not removed from the port by the last free day, as allocated in the agreement with the carrier. The demurrage fee and time vary by shipping line. |
| **Airport Charges / Detention:** | Any charges that would come from local port authorities. |
| **Excess Weight/Volume:** | Quotes are based on the weight/volume listed on the estimate. If the actual weight/volume of the shipment varies from the original quote, a revised final quote will be provided to the customer based on the final amounts. |
| **Additional Debris Removal:** | Our quotes include “same day” trash and debris removal from the house. If a 2nd debris pick-up is requested later, additional charges may apply. |
| **Maid Services:** | Our rates include unpacking to “flat surface” only, such as:countertops, beds, tables, etc.Our rates do not include putting items away in cabinets, drawers, or closets. This additional service is considered “maid services”. |
| **3RD Party Services:** | Services that requiring the hiring of outside professional / handyman services, such as: carpenter, electrician, plumber, etc. |
| **Service outside normal business hours:** | **Our quotes are valid for service during normal business hours Monday-Friday** |
| **Additional Stops:** | Our rates include one single pick-up at origin and one single delivery at destination. Additional charges may include if a 2nd stop is required at origin or destination to collect or delivery extra items |
| **Assembly of New furniture or Ikea Furniture:** | Our rates do not include assembly of new pieces of furniture that have not been previously assembled or any type of Ikea furniture. |