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| **INCLUSIONS:*** Customs Clearance
* Delivery to residence
* Unpacking / Uncrating
* Unloading
* Basic assembly
* Collection of debris on the same day
* Empty container return to POE
 | **EXCLUSIONS:*** DTHC $250.00-$350.00/20’ -  Billed at cost
* DTHC $400.00-$550.00/40’ – Billed at cost
* NVOCC/CFS Charges – Billed at cost (USD300.00/CBM approximately)
* ATHC (Air) – USD0.50/ACW/Day
* Carrier’s Equipment and Fuel Surcharges
* Bank Charge (**USD50 approximately**)
* Import Duties and Taxes
* Airport Storage/Breakbulk Fee
* Port storage / Demurrage / Detention
* Village access fee, parking fee
* Stair deliveries above second floor
* Handyman Services
* Filing of tax exemption
* Parking permit – **AT COST**
* Stair carry – **US$ 5.00/CBM**
* Long carry – **US$ 8.00/CBM**
* Handling of heavy item- **US$ 300.00**
* Re-delivery charges after storage if any - TBA
* Grand Piano Handling – **US$ 450.00**
* Upright Piano Handling – **US$ 300.00**
* Shuttle Service - **US$ 4.50 / ncwt**
* Vehicles - **US$ 350.00**
* Pet Relocation – TBA
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|  ***Other Charges If Required*** |
| Handyman /Wall mounting: | **US$ 8.00/HR/MAN (MIN/4 HOURS)** |
| Warehouse Storage: | **US$ 10.00/CBM + 12% Government VAT** |
| Warehouse Handling: | **US$ 4 .00 /NCWT** |
| Filing of Tax Exemption: | **US$ 100.00 (if applicable)** |

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| **DOCUMENTS REQUIRED*** Sea Waybill
* Air Waybill
* Copy of Inventory List
* Copy of Passport with arrival stamped
* Original certificate of tax exemption (if applicable)
* Original supporting tax exemption documents (if applicable)

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| Tax exemption: 10 – 15 business days approximatelyCustoms clearance: 10 business days approximatelyAll imported consignments are picked up from **Manila North Harbor** Sea port.**PLEASE WAIT  FOR OUR GREENLIGHT BEFORE SHIPPING****Rate Proposal Validity: 30 days** |

**All used household goods shipment bound to the Philippines are subject for payment of import duties and taxes with exemption but not limited to the following:**

* **Returning Residents** – limited tax exemption based on number of years stayed/work abroad.
* **Dual Citizen** – 100% tax exempted for imported household goods as long as the supporting documents can be provided
* **Foreign Passport with 13A or 13G VISA** - 100% tax exempted for imported household goods as long as the supporting documents can be provided.
* **Foreign Passport with Philippine issued Special Retirees Resident VISA** – limited tax exemption for household goods with shipment’s value of USD7,000.00 maximum.
* **Foreign Passport working with the Embassy** - Can avail free entry as long as Embassy issues endorsement letter to the Philippine Department of Foreign Affairs

For diplomatic shipments: Packing list can be done in a standard form.

For **non-diplomatic shipments**: Packing list NEEDS to be very detailed in terms of content description AND item count.  In case we **DO NOT** comply with this, port charges and demurrage charges are considerably high as we have to create a NEW packing list for client.

**Tax exemption** supporting documents list are specific to VISA type which list will be provided upon advise to us of consignee’s VISA type.

*It is important  that date of filing of tax exemption and shipment’s Philippine arrival is within 60 days from consignee’s latest Philippine arrival date. Previous tax exemption approved will invalidate future applications.*

**CONSIGNMENT INSTRUCTION**

**(Non-Diplomatic)**

**Consignee:**

Consignee’s complete name per passport

c/o Melcon Worldwide Logistics, Inc.

Building 4, MDC Road, Veterans Complex

Taguig City, Metro Manila, Philippines

**Notify Party:**

Melcon Worldwide Logistics, Inc.

Building 4, MDC Road, Veterans Complex

Taguig City, Metro Manila, Philippines

E-mail: alvin.bay**s**an@melconlogistics.com

Phone No.: +63 2 8826-2947

**Contact info:**

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**We also have offices in Davao and Cebu.**

**Dennis De Guzman**

Managing Director



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