**DESTINATION SERVICE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Agent Name** |  | **Date** |  | **Ref #** |  |
| **County** |  | **Volume** |  | **Mode** |  |
| **Email id** |  | **POE** |  | **Type** |  |
| **Payment** |  | **Final Delivery** |  | **Sales Rep** |  |

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**Our Service Includes:**

Normal customs filling, inspection at the port and import clearance

Transportation of shipment from the Port of Entry and delivery to Client Residence based on a normal access

Unloading, unpacking, and placing China, glassware, clothing and other items onto a flat surface, and debris removal on delivery day

Return of empty container.

**Our Service Excludes:**

Reassembly of furniture that requires excessive labor such as- German Shrank, IKEA or new & ready-to-assemble

Third party services for assembling furniture’s (bunk/ storage bed or wardrobes/ shelving units), appliance servicing, electrician, plumbing, maid, and handyman services

Storage & warehouse handling, difficult access (shuttle, long or stair carry above the 2nd floor), extra stops and special parking permits/ tickets if required

AUTO handling & repairing charges

Shuttle Service, Long Carr

DTHC /NVOCC charges

Demurrage /Detention

Storage Charges

**PAYMENT TERMS**

If credit has not already been established with Universal Relocations, payment is required prior to delivery of the shipment.

**BILL OF LADING INSTRUCTIONS**

Consignee Name (as mentioned in the Passport)  
C/O Universal Relocations L.L.C.  
Office #1838, Tamani Arts Office, Business Bay, Dubai- UAE  
Phone: + 971   
Email: dubai@universalrelocations.com

**NOTIFY PARTY**Universal Relocations L.L.C.  
Office #1838, Tamani Arts Office, Business Bay, Dubai- UAE

**SHIPMENT DECLARATION ON THE BILL OF LADING**

1 x size of container used household goods and personal effects of Mr./ Ms. (name as per passport) for personal use

**DOCUMENTS REQUIRED FOR IMPORT**

Clients local Dubai phone number and email address

Authorization letter to be arranged locally, signed by shipper (form submitted by Universal Relocations)

Customs authorization letter to be arranged locally, signed by shipper (form submitted by Universal Relocations)

Telex/ Seaway Bill of Lading / (Express release B/L accepted for nondiplomatic shipments)

Detailed packing list / inventory in English

Passport copy of Consignee

Residence Visa (mandatory)

Emirates ID copy (mandatory)

\*Shipment can be dispatched if the consignee agrees to provide the Emirates ID and the UAE residence visa copy at least a week prior to the arrival of the shipment) \*

**PROHIBITED ITEMS**

All pornographic literature, videos, films & pictures, and any items made out of ivory.

Alcoholic beverages (including fine wines), food products, medicines, medical drugs, and medications.

Wireless transmitters / receivers/cordless telephones.

Firearms, ammunition, explosives, and any weapons (including decorative items such as sword and daggers)

All narcotics and drugs e.g., dried poppy flower can lead to severe legal action and long prison service.

Political or religious literature deemed as offensive to the UAE Government or the Islamic Faith.

Antiques and artifacts require prior approval.

Statues and sculptures require prior approval.

\*All information relating to Customs Regulations and documentation requirements are subject to change without prior notification. Universal Relocations will not be held responsible/liable for delays and costs incurred due to these changes. \*

**POC**

Ms. Meenu Joy- Pricing Manager   
Phone: + 971- 527999230  
Email: dubai@universalrelocations.com

*THANK YOU FOR PROVIDING UNIVERSAL RELOCATIONS THE OPPORTUNITY TO SUBMIT THIS PROPOSAL.*

*WE LOOK FORWARD TO BEING OF SERVICE TO YOU!*

*This quotation is valid for (60) days as per currency exchange rate of today. Once expired, please contact us for a revised quotation.*

***Disclaimer*** *Universal Relocations L.L.C. will not accept any responsibility for charges, delays, or legal liabilities from any organization, company, or government department at the origin or destination due to irregularities on the inventory list or the presence of prohibited items within a shipment packed by a third party.*