



**YOUR PERSONAL
GUIDE TO SHIPPING
HOUSEHOLD
GOODS
OVERSEAS**





With over 28 years of experience, Guardian Cargo Logistics is the one-stop shop domestic and international relocation specialist safeguarding over 20,000 shipments every year from the USA to Asia, Europe, South America and nation-wide.

Guardian's top-rated domestic household shipping and international relocation service include: relocation consulting, shipping cost estimate, marine container booking, international graded partial & full packing, fine arts & custom crating, long & short term storage and vehicle transportation assistance. Guardian's commitment and leadership start with its seasoned house consultants, company owned transportation army, moving crews, multiple US based full capacity transit centers, innovative cost management, exceptional customer service and our close professional relationship with some of the most reputable marine container companies and local removal services worldwide, which all give us a competitive edge in quality control for the most cost effective, timely and safe transit for your personal moving project overseas.

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Modes of Transit

Household goods are transported around the world by various means, depending on the quantity of goods for shipment, urgency of delivery, topography en route and cost considerations.

OCEAN FREIGHT Goods transported by sea are secured in large steel containers and carried by container ship to your nearest container port. Two types of container are available on every shipping route worldwide: 20 ft container (capacity 1050 cubic feet) and 40 ft container (capacity 2100 cubic feet). Smaller 20 ft reefer containers (capacity 850 cubic feet) are also available for shipments destined for overseas; larger 45 ft containers (capacity 2400 cubic feet) are available across the North Atlantic and to S.E. Asia & the Middle East. Sea freight charges are calculated on the overall volume of your consignment.

Full Container Load (FCL) As the name implies this is a container for your exclusive use, positioned and loaded at your home (subject to property access) customs sealed in your presence, delivered directly to the port of departure and shipped on the first sailing to coincide with your arrival at destination. In many instances the container can be delivered direct to your new home, subject to property access, local customs and quarantine formalities, avoiding unnecessary handling throughout the journey.

Consolidation – Your effects share the container with other consignments bound for the same international destination as soon as sufficient volumes are available. Consolidation is a very cost effective mode of transit as you only pay for the container space utilized.

Less than Container Load (LCL) – Your goods are export cased at Guardian's local warehouse and delivered direct to the container terminal at the port of departure for international transit by the shipping line with other consignments. This method is beneficial to destinations which are not served by container consolidation.

*** Guardian International offers an exclusive binding quote which guarantees your shipping cost on a specific date to coincide with your arrival. Our Shipping Cost are calculated on the overall volume of your shipment.**



Advance Planning

MAKING A START

It's never too early to prepare for packing. Even though our packers are experts, it's still a good idea to start sorting out the essentials well in advance.

OWNER PACKING

If you would prefer to pack some of your own personal items, particularly clothing, books, DVDs, CDs etc then each carton should be accompanied by a detailed inventory for Standard Liability purposes. If you wish to make a start before Moving Day then we will arrange to deliver a selection of appropriate cartons on a convenient date. Please note, owner packed effects cannot be covered for breakage.

LABELLING

We can arrange for a supply of labels to be delivered to you on request. Labels are color coded indicating those items for shipment, those to remain, and those to be loaded last for ease of accessibility at destination. When using these labels, you should affix the appropriate label to an item of furniture in your home to assist the packers

HOUSEHOLD CLEARANCE

Lofts, cellars, garages, sheds etc should be cleared well in advance of Moving Day. One of the most successful ways of 'clearing the decks' is to hold a garage or car boot sale or place an advert in your local newspaper.

ACCESS

If you live in a Difficult Access zone please contact Guardian in advance to arrange for suitable parking as close as possible to the point of loading. If there are no local restrictions then please cone off an area of three car lengths to the front of your property. Driveways should be kept clear of vehicles and chattels wherever possible. If moving from an apartment block please arrange for use of the manual override key or for priority use of the lift.

DISMANTLING

All fixtures and fittings should be dismantled prior to the commencement of packing, including self assembly furniture, shelving, wall mounted cupboards and cabinets, mirrors, towel rails, shower curtains, interior and exterior light fittings, TV aerials, satellite dishes etc. Guardian will offer assistance in preparation for packing. Screws and fittings should be taped to the item or set aside for wrapping.



TVs, VIDEO RECORDERS, CD & DVD PLAYERS

As a general rule equipment manufactured for the US market may not operate outside of the US; the notable exceptions are Hong Kong, South Africa and the Irish Republic; even so, you may not necessarily receive all channels. Please check with your supplier.

WORKS OF ART

Paintings, pictures, mirrors, chandeliers, sculptures and ornaments should be removed, dusted and stacked together in readiness for packing.

OUTDOOR EQUIPMENT

Many countries enforce strict quarantine regulations; it is essential that items that have come in to contact with soil are thoroughly cleaned e.g. garden tools, garden furniture, boots, bicycles, plant pots, sports and camping equipment and children's outdoor toys. Vacuum cleaner bags should be emptied or disposed of, cylinders should be thoroughly cleaned & filters replaced. Please dismantle sheds, greenhouses, children's play equipment etc unless we have agreed to do this for you. You should drain down lawn mowers, chain saws, motorcycles, go-karts etc and leave the caps off fuel tanks to allow fumes to evaporate.

TELECOMMUNICATION EQUIPMENT

Very often telephones, faxes, mobile phones etc purchased in the US will not operate overseas and certain countries prohibit importation. Please check with your supplier.

ACCOMPANIED BAGGAGE

Ensure that any items you intend to accompany you are isolated, taking particular care of passports, airline tickets, driving licenses, jewelry, cameras, cash and bonds.

CHILDREN & PETS

We recommend that both children and animals pursue alternative recreations on moving day for everyone's peace of mind. Our packers will need as much clear space as possible to pack your belongings effectively.

MOTOR VEHICLE

GUARDIAN can assist with the shipping of your motor vehicle, please call 800-530-3586 for more information. Please present proof of ownership and evidence and proper registration. Please advise the combination to deactivate an alarm system if applicable.



Moving Day

Guardian's professional packing crew will arrive at your home and, following introductions, the Packing Foreman will organize protection of floor coverings and decor and familiarize himself with the location of goods for packing and removal, noting those items to load last for ease of accessibility at destination.

PROFESSIONAL PACKING

Guardian's packers are fully trained to the highest standard. You will find our team courteous, helpful, sympathetic and respectful of your valued possessions. Your goods will be export packed on site in accordance with the agreed Packing List, using the very best packaging materials available to ensure safe delivery at destination. Bulky items such as pianos, long case clocks, gilt framed mirrors etc may require removal to our warehouse for special casing.

LABELLING & INVENTORY

Each package will be legibly marked with a description of contents, originating room location, your name, reference, mode of transit (sea, air, road or storage) and the final destination. A Packing Inventory will be completed for each mode of transit indicating the type of package, contents and condition at origin. A copy of the Inventory will accompany your goods and our overseas colleagues will note the condition upon delivery. You will be asked to carefully check and then sign your copy both at origin and destination.

LOADING

Guardian will load and seal your shipment in your presence and delivered directly either to Guardian warehouse or the port of export. If you have arranged free storage with Guardian your effects will be returned to our bonded facility pending shipment. If you are shipping a vehicle as part of an exclusive container your household effects will be removed to our warehouse to facilitate specialist loading.

FINAL CHECK

Prior to departure Guardian's moving crew will check in with you to ensure all goods have been loaded and your property vacated to your complete satisfaction, at which time you will be required to sign and date the completed inventory. Before leaving remember to turn off immersion heaters, gas and electrical appliances and the main water supply.



Operating Procedures

Our operations staff undergo continuous rigorous training in their field and are required to work to exacting Operating Procedures from which they may not deviate without the authorization of senior management. Procedures cover all areas including personal attire, vehicle presentation, mobile telephones, first aid, export packing and stowage procedures etc. Guardian operates a No Smoking policy at their customers' premises.

Packing Materials

At Guardian, we provide high-quality packaging to ensure safe transit of your goods. We utilize special application cartons for books, crockery, linen, clothing, pictures, mirrors, wine, computers, bicycles, golf clubs etc. All furniture is protected with heavy duty blanket and antiques with corrugated card; silverware, brass and chrome are wrapped in acid free tissue to prevent tarnishing; bubble wrap and shrink-wrap are generally employed for the protection of crystal and fragile articles and for space-saving purposes as well to ensure your goods travel around the world and still arrive in perfect condition.

Storage Facilities

Guardian's free storage plan will assist you to appropriate to store your effects in transit at our security protected facilities, following which we will arrange shipment to coincide with your arrival at your new home. Our storage facilities are well equipped, fully bonded and protected by 24 hour surveillance security. please call 800-530-3586 for more information.

Marine / Transit Coverage

All due care and attention is taken to ensure safe delivery of your possessions. Nevertheless, it is wise to cover your possessions to full destination replacement value including the removal costs and import duties that could result in the event of re-shipment. Guardian offers Standard Liability that protects against partial loss and damage in transit; protection begins from collection and terminates 60 days following discharge at destination port/airport, or delivery to residence, whichever is sooner.



Personal Checklist

The following is a checklist to help you on your way.

SERVICES

- Confirm removal date with Electricity Company
- Advise Gas Company
- Advise Water Company
- Advise Telephone Company
- Advise cable or satellite TV suppliers claim refund if any
- Arrange Cancellation of any routine home delivery service
- Cancel any subscriptions
- Pick up dry cleaning
- Forward your mailing via local post-office
- Return video/DVD rentals, library books, etc

MOTOR VEHICLE

- Arrange for vehicle storage of moving temporarily
- Advise DMV if your move on your registration
- Advise DMV renew your international driving license if needed

INSURANCE

- Advise your insurance broker to cancel motor insurance
- Your property insurance and contents policies
- Request No-Claims evidence to present to future insurers
- Check your life insurance premiums
- Arrange travel insurance

MEDICAL

- Advise your doctor Arrange vaccinations
- Obtain medical records and prescriptions



GLOSSARY OF INTERNATIONAL SHIPPING TERMS

Act of God An act beyond human control, such as lightning, flood or earthquake.

Ad Valorem A term from Latin meaning, "according to value." Import duty applied as a percentage of the cargo's dutiable value.

Agent (Agt.) A person authorized to transact business for and in the name of another person or company. Types of agents are:(1) brokers,(2) commission merchants,(3) resident buyers,(4) sales agents,(5) manufacturer's representatives.

Bill of Lading (B/L) A document that establishes the terms of a contract between a shipper and a transportation company. It serves as a document of title, a contract of carriage and a receipt for goods.

Booking Arrangements with a carrier for the acceptance and carriage of freight; i.e., a space reservation.

Broker A person who arranges for transportation of loads for a percentage of the revenue from the load.

Bulk-Freight Container A container with a discharge hatch in the front wall; allows bulk commodities to be carried.

Cargo Tonnage Most ocean freight is billed on the basis of weight or measurement tons (W/M). Weight tons can be expressed in short tons of 2000 pounds, long tons of 2240 pounds or metric tons of 1000 kilos (2204.62 pounds). Measurement tons are usually expressed as cargo measurement of 40 cubic feet (1.12 meters) or cubic meters (35.3 cubic feet.)

Carrier Any person or entity who, in a contract of carriage, undertakes to perform or to procure the performance of carriage by rail, road, sea, air, inland waterway or by a combination of such modes.

Cartage Usually refers to intra-city hauling on drays or trucks. Same as drayage.

Certificate of Inspection– A document certifying that merchandise (such as perishable goods) was in good condition immediately prior to its shipment.– The document issued by the U.S. Coast Guard certifying an American– Flag vessel's compliance with applicable laws and regulations.

Certificate of Origin A certified document showing the origin of goods; used in international commerce.

Chassis A frame with wheels and container locking devices in order to secure the container for movement.

Connecting Carrier A carrier which has a direct physical connection with, or forms a link between two or more carriers.

Consolidation Cargo containing shipments of two or more shippers or suppliers. Container load shipments may be consolidated for one or more consignees, often in container load quantities.

Consular Declaration A formal statement describing goods to be shipped; filed with and approved by the consul of the country of destination prior to shipment.

Container A truck trailer body that can be detached from the chassis for loading into a vessel, a rail car or stacked in a container depot. Containers may be ventilated, insulated, refrigerated, flat rack, vehicle rack, open top, bulk liquid or equipped with interior devices. A container may be 20 feet, 40 feet, 45 feet, 48 feet or 53 feet in length, 8'0" or 8'6" in width, and 8'6" or 9'6" in height.

Container Manifest Document showing contents and loading sequence, point of origin, and point of destination for a container. Vessels are required by law to carry such a document for each container carried.

Cu. An abbreviation for "Cubic." A unit of volume measurement.

Cubic Foot 1,728 cubic inches. A volume contained in a space measuring one foot high, one foot wide and one foot long

Customs Government agency charged with enforcing the rules passed to protect the country's import and export revenues.

Demurrage A penalty charge against shippers or consignees for delaying the carrier's equipment or vessel beyond the allowed free time. The free time and demurrage charges are set forth in the charter party or freight tariff. *See also Detention and Per Diem.*

Dispatch An incentive payment paid by the vessel to the charterer for loading and unloading the cargo faster than agreed. Usually negotiated only in charter parties. Also called "dispatch."

Dolly A set of wheels that support the front of a container; used when the automotive unit is disconnected.

Door-to-Door Through transportation of a container and its contents from consignor to consignee. Also known as House to House. Not necessarily a through rate.

D.O.T.U.S. Department of Transportation. The executive branch department that coordinates and oversees transportation functions in the United States.

Drayage Charge made for local hauling by dray or truck. Same as Cartage.

Entry Customs documents required to clear an import shipment for entry into the general commerce of a country.

FCL Abbreviation for "Full Container Load."

Force Majeure The title of a common clause in contracts, exempting the parties for non-fulfillment of their obligations as a result of conditions beyond their control, such as earthquakes, floods or war.

Four-Way Pallet A pallet designed so that the forks of a fork lift truck can be inserted from all four sides. See Fork lift.

Free In and Out (FIO) Cost of loading and unloading a vessel is borne by the charterer/shipper.

Freight Refers to either the cargo carried or the charges assessed for carriage of the cargo.

Freight Forwarder A person whose business is to act as an agent on behalf of the shipper. A freight forwarder frequently makes the booking reservation. In the United States, freight forwarders are now licensed by the FMC as "Ocean Intermediaries."

GATT Abbreviation for "General Agreement on Tariffs and Trade." A multilateral treaty to help reduce trade barriers between the signatory countries and to promote trade through tariff concessions. The World Trade Organization (WTO) superseded GATT in 1994.

GRI Abbreviation for "General Rate Increase." Used to describe an across-the-board tariff rate increase implemented by conference members and applied to base rates.

Groupage A consolidation service, putting small shipments into containers for shipment.

House-to-House *Door-to-Door.*

House-to-Port *Door-to-Port* Cargo loaded into a container by the shipper under shipper's supervision. When the cargo is exported, it is unloaded at the foreign port destination.

KT Kilo or metric ton. 1,000 Kilos or 2,204.6 pounds.

Kilogram 1,000 grams or 2.2046 pounds.

Landed Cost The total cost of a good to a buyer, including the cost of transportation.

LCL Abbreviation for "Less than Container Load." The quantity of freight which is less than that required for the application of a container load rate. Loose Freight.

Less Than Truckload Also known as LTL or LCL.



Lift-van A wooden shipping crate constructed of plywood with a skidded base for easy handling. They range in size from 10 – 250 cubic feet and can be constructed to fit any size of goods shipped.

Line-Haul Transportation from one city to another as differentiated from local switching service.

Manifest Document that lists in detail all the bills of lading issued by a carrier or its agent or master for a specific voyage. A detailed summary of the total cargo of a vessel. Used principally for Customs purposes.

Meter 39.37 inches (approximately).

Metric Ton 2,204.6 pounds or 1,000 kilograms.

Minimum Charge The lowest charge that can be assessed to transport a shipment.

Net Weight Weight of the goods alone without any immediate wrappings, e.g., the weight of the contents of a tin can without the weight of the can.

Open Top Container A container fitted with a solid removable roof, or with a tarpaulin roof so the container can be loaded or unloaded from the top.

Optimum Cube The highest level of cube utilization that can be achieved when loading cargo into a container.

Origin Location where shipment begins its movement.

Packing List Itemized list of commodities with marks/numbers but no cost values indicated.

Pallet A platform with or without sides, on which a number of packages or pieces may be loaded to facilitate handling by a lift truck.

Partial Shipments Under letters of credit, one or more shipments are allowed by the phrase “partial shipments permitted.”

Per Diem A charge, based on a fixed daily rate.



Pickup The act of calling for freight by truck at the consignor's shipping platform.

Port– Harbor with piers or docks.– Left side of a ship when facing forward.– Opening in a ship's side for handling freight.

Quarantine A restraint placed on an operation to protect the public against a health hazard. A ship may be quarantined so that it cannot leave a protected point. During the quarantine period, the Q flag is hoisted.

Restricted Articles Articles handled only under certain conditions.

Shipment The tender of one lot of cargo at one time from one shipper to one consignee on one bill of lading.

Shipper The person or company who is usually the supplier or owner of commodities shipped. Also called Consignor.

Short Ton (ST) A weight unit of measure equal to 2,000 pounds.

Shrink Wrap Polyethylene or similar substance heat-treated and shrunk into an envelope around several units, thereby securing them as a single pack for presentation or to secure units on a pallet.

Stowage A marine term referring to loading freight into ships' holds.

Straddle Carrier Mobile truck equipment with the capacity for lifting a container within its own framework.

Surcharge An extra or additional charge

Tariff (Trf.) A publication setting forth the charges, rates and rules of transportation companies.

Terminal An assigned area in which containers are prepared for loading into a vessel, train, truck, or airplane or are stacked immediately after discharge from the vessel, train, truck, or airplane.

Terminal Charge A charge made for a service performed in a carrier's terminal area.





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Argentina	argentine-embassy.org
Australia	australia.org
Bahamas	diplobel.org
Brazil	Brazil.embassyhomepage.com
Canada	canada.org
Cyprus	Cyprus.embassyhomepage.com
Denmark	denmark.org
Finland	finemb.org
France	Ambafrance.org
Germany	german-embassy.org
Greece	greekembassy.org
Hong Kong	hketolondon.gov
Hungary	huemblon.org
Indonesia	indonesianembassy.org
Irish Rep	Ireland.embassyhomepage.com
Italy	embitaly.org.uk
Jamaica	Jamaica.embassyhomepage.com
Japan	embjapan.org
Malaysia	Malaysia.embassyhomepage.com
Malta	Malta.embassyhomepage.com
Mexico	embamex.com
Netherlands	netherlands-embassy.org
New Zealand	nzembassy.com
Norway	norway.org
Poland	London.polemb.net
Portugal	Portugal.embassyhomepage.com
Russian Fed	russialink.org/embassy
Singapore	Singapore.embassyhomepage.com
Spain	Spain.embassyhomepage.com
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