



CLIENT INFORMATION FORM

Kindly complete your **overseas** information below.

CLIENT NAME: _____

CLIENT ADDRESS: _____

CITY, COUNTRY, ZIP CODE: _____

PH: _____ **FAX:** _____

BEST METHOD OF CONTACT ONCE SHIPMENT IS PICKED UP: _____

(PLEASE BE SURE TO PROVIDE THE PHONE NUMBER AND/OR EMAIL ADDRESS)

BILLING INFORMATION

PLEASE INVOICE THESE RELOCATION SERVICES TO THE FOLLOWING:

E-MAIL ADDRESS: _____

*****IN ORDER TO ENSURE THAT THERE IS NO DELAY IN RECEIVING YOUR INVOICE WE SEND ALL INVOICES VIA E-MAIL.**



SHIPPING INSTRUCTIONS

In order to ensure that your shipment goes as smoothly as possible, please review the following list of instructions. Please note we will not be held responsible for any delays or additional costs should the recommendations and instructions not be followed. Thank you in advance for taking the time to review this. It is essential that both, you the customer and we your agent, maintain an open communication throughout the shipping process as we cannot assume responsibility for anything that has not been advised to us in writing.

It is the responsibility of the customer (if moving from a building or property managed by a management company) to contact the management office to arrange use of the elevator if necessary and to inquire if a certificate of insurance is required. We must be notified at least 5 days in advance of the move date if a certificate is required and be provided with the certificate holder information from the management office.

It is recommended that insurance be purchased to cover your shipment for any loss or damage that may incur due to the rigors of international transport. The insurance paperwork (enclosed in service packet) must be completed in full and forwarded to our office as soon as possible. By not purchasing insurance you understand and agree to waive any possible claims against Move Management International, its agents and/or subsidiaries.

It is recommended that on the day of your move any items that are not intended to be shipped be removed or placed on the side out of the way of the movers.

Please advise us in writing should you require storage and note whether you would like your shipment to be stored in the U.S. or at destination.

Should storage be required we must be notified in writing at the maximum 3 weeks prior to the requested shipping date. It is not guaranteed that the requested shipping date can be met; however, we will do our best to accommodate you. Providing us with your request in a timely manner will better enable us to meet your request.

The following is a list of items that should be separated and kept in a safe place on the day of your move to ensure that it is not packed with your shipment:

***CAR TITLE AND KEYS
(THIS APPLIES ONLY TO THOSE WHO ARE SHIPPING A VEHICLE)**

***PASSPORT**

****OTHER IDENTIFICATIONS** i.e. Birth certificate, driver's license or any other identification that you may require either here in the States or for your entry abroad

Move Management International
6930 North West 84th Avenue, Miami, FL 33166
800-787-2323 305-887-4120 Facsimile: 305-661-2941
E-Mail: manny@manageyourmove.net www.manageyourmove.net



*PAPERWORK REQUIRED FOR SHIPMENT

*OFFICIAL DOCUMENTS REQUIRED FOR YOUR OVERSEAS RELOCATION

**JEWELRY

**STAMP AND/OR COIN COLLECTIONS

*PLEASE NOTE WE WILL NOT BE RESPONSIBLE FOR ANY DELAYS OR ADDITIONAL COSTS INCURRED SHOULD THESE DOCUMENTS BE PACKED AND LOADED IN YOUR SHIPMENT.

**PLEASE NOTE WE WILL NOT BE RESPONSIBLE FOR LOSS OF THESE ITEMS.

SHIPPING AUTHORIZATION

Kindly fill in the information below. Please note should we not receive this authorization form back filled in its entirety your shipment will remain on hold at our warehouse in the United States. We will not be held responsible for any delays or additional costs that may incur.

I _____ hereby authorize
(Customer Name)

Move Management International to ship my goods:

Immediately after pick up or as soon as possible thereafter:

Customer signature

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STORAGE AUTHORIZATION

I require storage as specified below:

Customer signature

In the U.S.: _____ At destination: _____

For approximately: _____
Specify length of time