



go new places.®

The Atlas International Passport to Relocation



**You've got
it in you to go
new places.**

So do we.
We go there
every day.

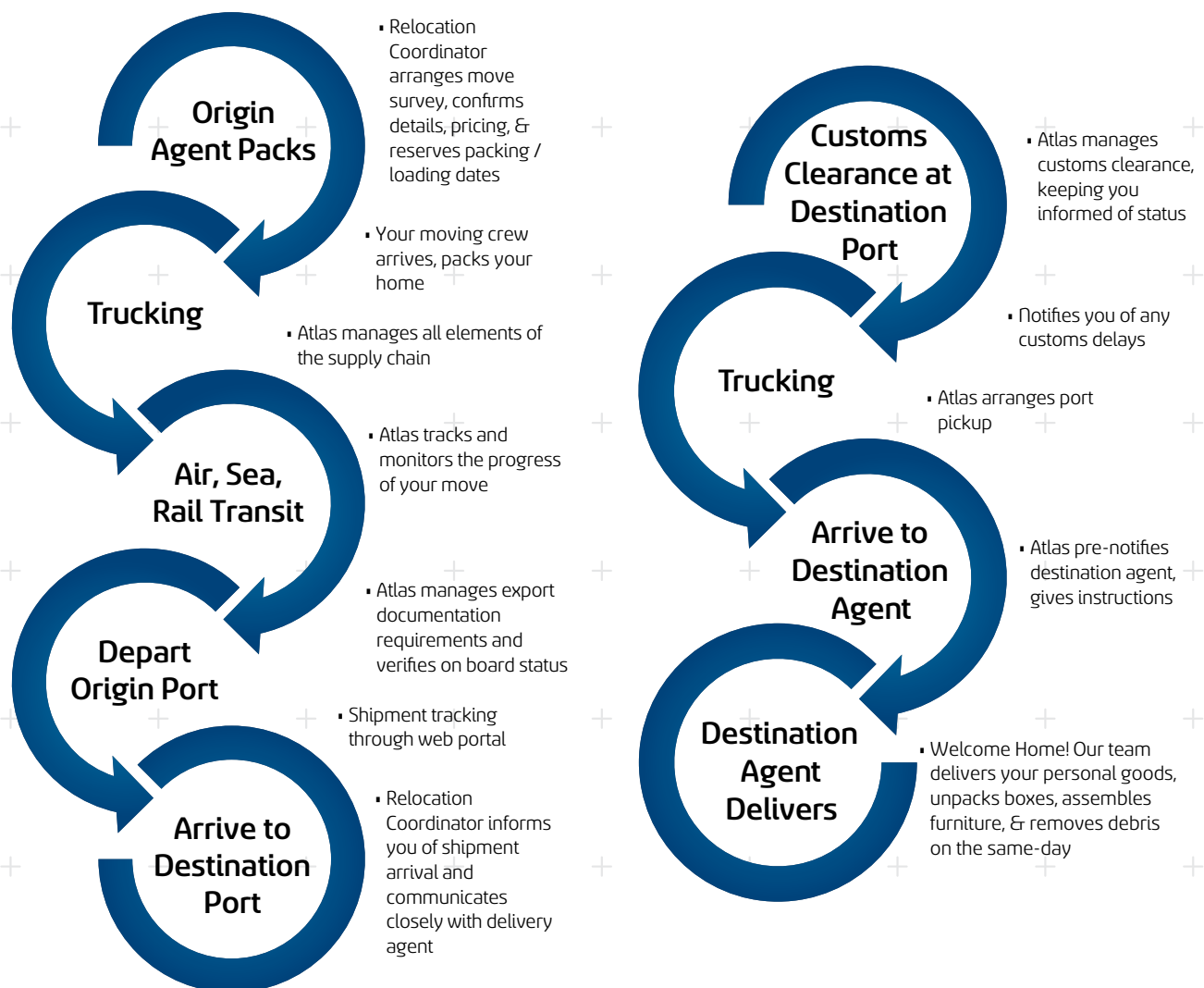
The Atlas International Passport

Understanding Your International Relocation

Your Passport to international moving makes planning easy. Atlas International helps by providing a simplified guide to assure the successful completion of your international relocation. Please review all subject matter, complete checklists, and remember — *you have a friend at Atlas International.*

› How Will My Belongings Travel?

Options for moving household goods globally include transportation by air, land, and sea. Our core business focuses on the professional movement of household goods, automobiles, boats, and out of gauge cargo, like flight simulators. Whatever the task, Atlas International has the experience, skill, and partners to accomplish it. Our staff has expertise in global relocation to professionally help you through the moving process.



Services Performed and Responsibilities

International relocations can be challenging. This information is designed to reduce some complexity and provide accountability for all parties involved.

Atlas International's Responsibilities:

- **Coordinate the logistics of the move**
 - o Schedule pre-move survey
 - o Provide pricing
 - o Schedule pack and delivery dates
 - o Book steamship, rail, trucking, airline transportation
 - o Dispatch shipment, and perform routing
 - o Communicate necessary details to the local and overseas agents
 - o Monitor each phase of the move to ensure customer satisfaction
- **Generate transportation documentation**
 - o Ocean or air bill of lading
 - o Export declaration filing
 - o Household Goods bill of lading
 - o Certified weight tickets
 - o Detailed inventory
- **Arrange valuation protection**
 - o Confirm coverage options and applications
- **Organize customs clearance process**
- **Expedite claims process**

Origin Agent's Responsibilities:

- **Pre-move survey**
- **Providing proper packing materials and supplies**

- **Perform packing and loading:**
 - o Clearly mark cartons and crates
 - o Block and brace loose-loaded goods in container
 - o Seal, caulk, steel band and secure liftvans
- **Control restricted items**
- **Complete origin inventories**

Destination Agent's Responsibilities:

- **Contact shipper on receipt of goods**
- **Store goods in-transit, if required**
- **Schedule and perform delivery service**
- **Provide required delivery documentation**
- **Unpack & remove debris**


Your Responsibilities as a Transferee:

- **Obtain proper documentation**
 - o Passports, visas, work permits, residence permits, consular legations
 - o For shipping automobiles: original title or certified lien holder authorization
- **Complete and return the following documentation:**
 - o Valued Inventory (Wells Fargo form)
 - o Special destination documentation (see country customs regulations)
 - o For U.S. Import: U.S. Customs form 3299, Supplemental declaration, and Power of Attorney
 - o Post-Move Survey



Surface Shipments

For international moves, there are different options of transport available for surface or sea shipments. Each is beneficial for a different type of move. The types are indicated in the chart below. Most common are the lift van, 20' container, and 40' container.

Type	Exterior Dimensions & Household Goods (HHG) Capacity L x W x H	
Liftvan	7' x 4' x 7' Allows transport of about 1,000 lbs. of HHG per crate*	 <p>Perfect for the young professional, or short-term assignment. Lift vans allow smaller shipments to move economically and efficiently. Oftentimes, a one bedroom apartment with a light-medium level of furnishings may use around 1-3 lift vans.</p> <p>Packing household goods into lift vans also makes storage in transit (SIT) handling smoother. This method may be preferable if you anticipate storage.</p>
20' Container	20' x 8' x 8' Holds up to 7,000 lbs HHG* Holds 5 lift vans	This method of transportation is very common, and works for well for the average family with a smaller home or apartment.
40' Container	40' x 8' x 8' 14,000 lbs HHG* Holds 10 lift vans	This mode of transportation is utilized for larger families and those with a heavy level of furnishings in their home.
40' High Cube Container	40' x 8' x 9' Holds up to 16,000 HHG*	These methods allow for more goods to be transported without the cost of an additional shipment.
45' High Cube Container	45' x 8' x 9' Holds up to 18,000 lbs HHG*	
* assumptions based on standard shipment densities of loose loaded household goods, actuals may vary.		

Not sure which option is right for your move? Let us help. We will survey for free, and help you decide.



> Air Shipments

An air shipment can help you feel at home before the rest of your belongings arrive. Air transit offers the quickest transit time for overseas moves. Generally, essential items such as clothing, childcare items, toiletries, bedding, dishes, and towels will travel by air.

Since available cargo space on an air carrier is limited by the confines of the walls of the airplane, volume is an important factor in determining the cost of air freight to any given destination. Atlas International uses trained packers that are able to maximize your shipment's density, while properly packing goods to prevent potential breakage.

Air shipments can be transported in a variety of sizes, more commonly used sizes are:

LDN Box

102 cu ft.

56" x 55" x 57"

1,000 lbs HHG*

D Box

63 cu ft.

42" x 58" x 45"

500 lbs HHG*

£ Box

18 cu ft.

42 x 29" x 25 1/2"

100-150 lbs HHG*



Please note that items that are flammable, explosive, corrosive, have magnetic properties, or can in any way endanger flight safety may be prohibited from air transport. It is the shipper's responsibility to make Atlas International aware of the existence of any hazardous items well in advance of shipment packing date. Please understand that airline regulations prohibit laptop batteries and some electronic items from shipments.

**Estimated, actuals may vary*

Move Planning Agenda

Preparing your household goods and personal effects for the arrival of the packing and moving crew can be a challenge. This guide should help you plan and manage the process.

Establishing a timeline for your move is an important step. Take into consideration all family members, and come up with a plan for travel. Oftentimes, preparation determines the success of the move. Atlas International is ready to be your partner in relocation. We help over 7,000 families go new places each year.

Two or Three Months Before:

- ✓ Consider the belongings that you want to take, and leave behind
 - Evaluate storage and shipping costs
- ✓ Consider a small airfreight shipment of essential items that you would need quickly upon arrival
- ✓ Gather information on the new country of residence by visiting government websites and online expatriate forums
- ✓ Arrange temporary accommodations as needed
- ✓ Investigate schooling, and work opportunities for your partner and /or children in the new area
- ✓ If possible, arrange a visit prior to the move to find housing and schooling.
- ✓ If traveling with pets, make sure to check with the consulate or embassy of the host country to determine pet entry allowances and requirements
- ✓ Sell or donate items that you do not need or cannot take with you
- ✓ Review any items that may be regulated by customs in your destination, note restricted items, prepare accordingly

One Month Before:

- ✓ Change address with post office
- ✓ Stop/ transfer subscriptions
- ✓ Cancel/change insurance policies
- ✓ Purchase plug adapters and converters for electronic items
- ✓ If shipping large appliances: have them examined and include all manuals
 - In many countries, new appliances are subject to heavy duties and taxes
 - Facilitate the customs process by making a list of all appliances including make, model and serial number
- ✓ See doctor, dentist and optometrist: obtain medical records, and necessary vaccinations
- ✓ Find out if your current bank has an overseas branch, and if it can handle your future needs



Two Weeks Before:

- ✓ Segregate items to take and leave behind
- ✓ Send out notifications of new address
- ✓ Arrange bank account transfers, travelers checks, and foreign currency to have on hand
- ✓ Take pets for immunizations and obtain travel documents from vet
- ✓ Take care of any final bills, investments, and insurance

One Week Before:

- ✓ Finish separating items
- ✓ Complete valued inventory and send to your Atlas International Relocation Coordinator
- ✓ Arrange for a babysitter for young children while packing is scheduled
- ✓ Return any borrowed items, pick up any loaned out items

Two Days Before:

- ✓ Last-minute laundry, cleaning and organizing
- ✓ If shipping refrigerator or freezer: empty, disconnect, defrost and dry
- ✓ If packing any personal belongings yourself, leave cartons open for inspection and notation on origin inventories
- ✓ Remember to pick up dry cleaning



› Every Day is Moving Day for us...

Your International Relocation Coordinator

A designated Atlas International Relocation Coordinator (IRC) is your main point of contact throughout the move. He or she will contact you early in the process and stay in touch throughout your relocation as your partner. This experienced professional is always just a phone call or email away if you need any additional information or have any questions.

Packing Crew Arrival

Before the packing crew arrives, make arrangements for lodging and meals away from your residence. Not only will packers pack items in cartons, they will also be disassembling and preparing furniture for shipment.

Also make sure to pre-determine what you will take overseas in your personal luggage and include:

- ✓ All valuables, jewelry, travelers checks and credit cards
- ✓ Passports
- ✓ Any medications
- ✓ Airline tickets and hotel reservation confirmations
- ✓ Necessary certified letters
- ✓ Other important and/or sensitive documents

Protected Home

On moving day, we go to great lengths to protect your items and home, including using special padding and covering for staircases, floors and interiors.

Loading

It's like solving a giant puzzle in three dimensions. Your crew does it right, so that your belongings travel safely.

Household Goods Inventory

The crew will take a full inventory of your goods at origin, and will re-check the inventory upon delivery at destination. Your inventory will also be used for customs clearance.



Why can't I pack myself?

At origin, Atlas International is required to inspect, pack, and inventory all items in your shipment. **Why?**

(1) CTPAT Certification

This certification proves to the U.S. Government that Atlas is in compliance with all customs regulations. This helps you, because it reduces the likelihood of an intensive customs exam.

(2) Valuation Coverage

In order to properly protect your shipment, we must be able to verify the condition of your goods. In addition, most policies require that boxes are packed by professional movers.

Still want to pack some items yourself?

Atlas International understands that you may want to pack certain clothing items or toiletries yourself. Under normal conditions this is allowable: if the crew is allowed to inspect, inventory and seal each box.



Atlas International Relocation Coordinators are available to answer questions, and help make sure that everything is in order.

Welcome Home!

Pre-Delivery Planning & Residence Preparation

Preparing your family and new home for arrival of your household effects requires some organization. Take control of the delivery process by following these simple suggestions. The time and effort put forth now will prove worthwhile later.

- ✓ Confirm the delivery date with the destination agent and prepare your home
- ✓ Complete all cleaning and redecorating (painting, wallpapering, etc.)
- ✓ Make sure all utilities are connected and operating
- ✓ Draw a simple floor plan of your home and color-code each room with a marker or crayon
 - Mark each item on your copy of the packing list with the corresponding color indicating to which room an article or carton belongs
- ✓ Designate on the floor plan where furniture is to be placed
 - The delivery crew will place articles as designated
 - Once articles are placed, the delivery crew is not obligated to rearrange them
- ✓ Contact property manager to reserve freight elevator, if residence is upper floor
- ✓ Consult with destination agent about any parking permits that are needed for delivery truck



Before the Crew Leaves

- ✓ Verify all debris (boxes, packing material) has been removed
- ✓ Review destination agent's copy of packing list, be sure you agree with notations made by the delivery crew
 - Cartons you did not want unpacked should be marked on the destination agent's packing list with an asterisk (*). Accompanying notation should read: "Items marked with an asterisk (*) subject to hidden loss or damage."
 - Compare your copy of the packing list with that of the crew's to assure all notations are the same.
 - Sign and date the destination agent's packing list and have the supervisor do the same to your copy.



Moving crews will assemble furniture, unpack belongings, place effects on an available flat surface, and remove same-day debris

Personal Planning

Getting into the Country

Proper documentation is necessary to enter and live in a new country. Each family member must have a valid passport, residence visa, and work permits will be required to conduct business. Passport application may be made through your local Post Office or U.S. Department of State. Residence visa/work permits may be obtained by contacting the destination country's Consulate of U.S. Embassy.

Health and Medical

When moving overseas, it is important to make sure that each family member gets a complete physical, dental and optometric check-up and obtains certified copies of each family member's medical records. Family members should also make sure to receive vaccinations appropriate for health conditions of the country. Vaccinations should be recorded, and those document should be made available for customs inspection if necessary.

If special health issues do exist and prescription drugs are needed, request a certified statement from you doctor attesting to the need. Please make sure to hand-carry this statement along with your prescription drugs in your baggage with you when you travel. Do not pack this with your household goods. Your physician or local medical association can assist in determining the drug's availability in the destination country.

Plants

Foreign government regulations normally prohibit the entry of plants of any kind including seeds and plant bulbs. Take an inventory of all indoor and outdoor plants and decide whether to discard or give them away.

Don't Forget The Pets!

Contact the Consulate or Embassy of the host country to determine domestic pet entry allowances and requirements (i.e., for the legal entry of dogs, cats, birds or horses). If required by the government, obtain health certificates and required inoculations.

Claims Services

Atlas movers take pride in our low incidence of claims. In the rare event of a claim, you will learn that our services are fast, fair and friendly. Your designated Claims Representative will assist you every step of the way.

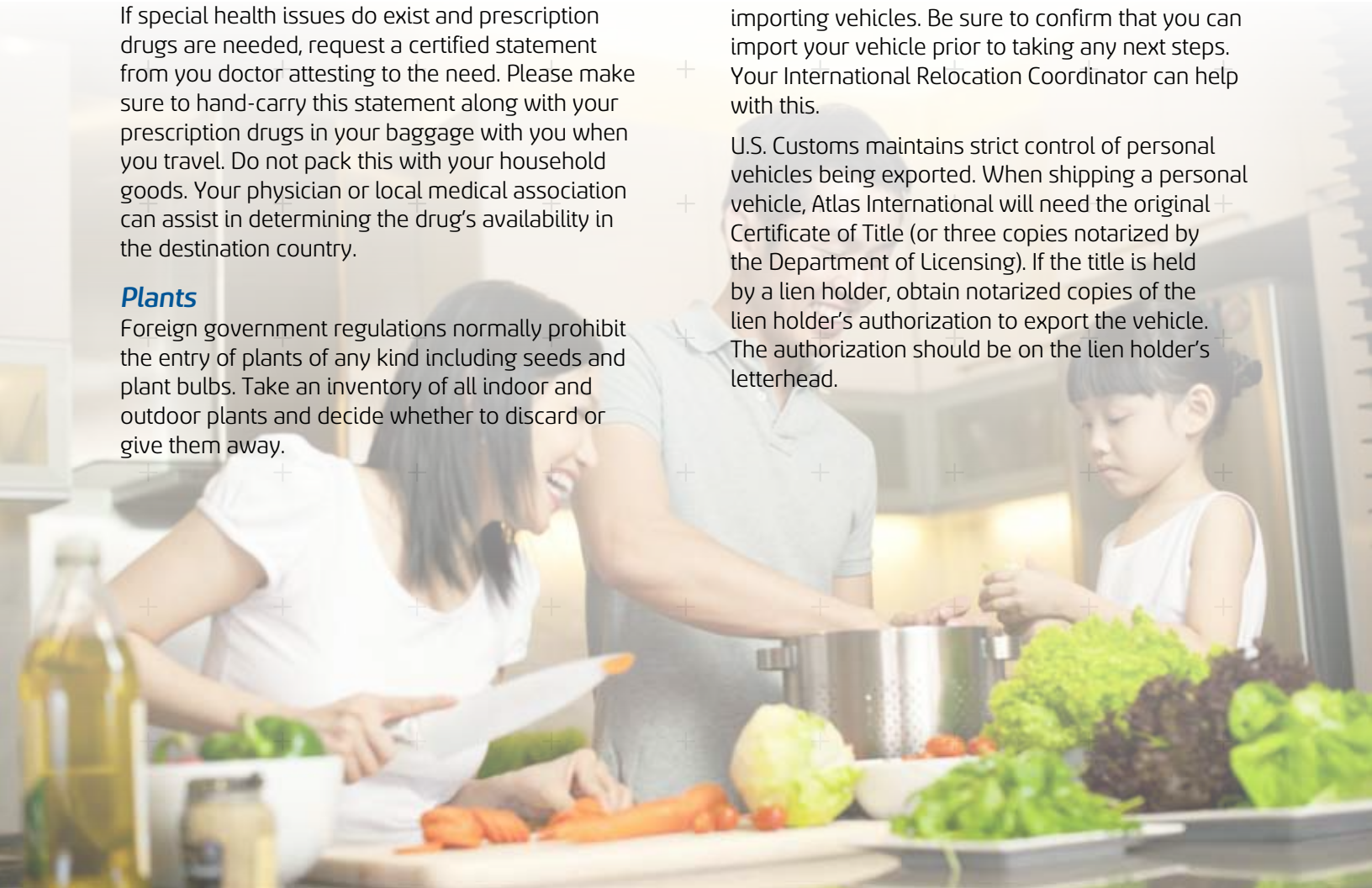
Paying for Your Move

Atlas International requires guaranteed forms of payment. These methods include paying by credit card, wire transfer, or bank transfer.

Moving Personal Vehicles

Different countries have different laws for importing vehicles. Be sure to confirm that you can import your vehicle prior to taking any next steps. Your International Relocation Coordinator can help with this.

U.S. Customs maintains strict control of personal vehicles being exported. When shipping a personal vehicle, Atlas International will need the original Certificate of Title (or three copies notarized by the Department of Licensing). If the title is held by a lien holder, obtain notarized copies of the lien holder's authorization to export the vehicle. The authorization should be on the lien holder's letterhead.



Useful Resources

Resources from the U.S. Department of State

Bureau of Consular Affairs: <http://travel.state.gov>

- US Embassies Worldwide
- US Passport Services
- Travel Warnings and Consular Information

Real Estate and Temporary Housing

- Cornerstone Relocation Group – Global departure and destination services: www.cornerstonerelocation.com

Language and Cross Cultural Training

- Berlitz: www.berlitz.com
- World Biz: www.worldbiz.com

Moving Pets

- Animal Land Pet Movers – Pet moving services both nationally and internationally: www.petmovers.com
- WorldCare Pet Transport LLC: www.worldcarepet.com

Help for Global Mobility Professionals

- Totally Expat. The forum for expatriate management. www.totallyexpat.com
- Relocate Magazine – News articles and guides about relocation. www.relocatemagazine.com

Safe International Travel

- Association for Safe International Road Travel (ASIRT): www.asirt.org

Intercultural Training & Coaching

- Grovewell LLC: www.grovewell-expat.com





Why Choose Atlas International?

Since 1948, people trust Atlas.

Global representation, at home and around the world, with over 1,500 service partners.

Our depth of resources provides you with expert support, efficiency, and cost savings for a seamless moving experience anywhere.



go new places.®

visit us at www.atlasintl.com ▪ contact us at 206.526.1137 or toll free: 888.669.6031

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