



Please read all information carefully

London Collections (Collections within the M25 Orbital)

Once you have completed packing, please contact us to arrange collection. Our Driver will send you an SMS the night before collection with an approximate collection time. You are also welcome to contact our office at 8am on the morning of collection to receive an approximate two-hour collection window. Please note that we cannot provide you with a specific collection time.

Documentation

Please complete the enclosed documentation in full and return this to our Driver on the collection day along with a photocopy of the ID page of your passport (and destination visa, if applicable). Failure to complete or to provide us with the required documentation will result in the non-despatch of your goods and additional charges to your account. A sample set of documentation is available on our website www.excess-baggage.com should you require guidance.

Payments

You can pay online with a credit (Visa/Mastercard/Amex) or debit card at www.excess-baggage.com/epayments

You will need your Job Number and Invoice Number to hand to complete the online payment process.

Please note that credit card payments are subject to a surcharge of 2.5% except for American Express cards which carry a 3% surcharge.

We also accept payment by cheque, bank draft, bank transfer. If paying by bank transfer please quote your 7 digit reference number, so that the payment can be allocated correctly. Cash payments can be made at any Excess Baggage office, or to our own drivers (normally in the London Postal Area only). **Please do not pay third party drivers and carriers, or drivers in other countries. Please contact us if you are in any doubt.**

Cheque payments require a clearance period of up to seven working days for domestic cheques and up to 35 days for foreign cheques. Cheque payment is not recommended for air freight. (Please note payment must be received in full before goods can be forwarded.)

Labeling

Please ensure that you label each box or bag with the following information:

Name: Your name **Ref:** Your reference number (Example 1000000 or 3000000)

Dest: Your destination city **PCS:** The number of packages/boxes/bags (Example: 1/4, 2/4, 3/4, 4/4)

Failure to label boxes/bags with the above information can result in the loss of your goods.

Non-London Collections (Collections outside the M25 Orbital)

Once you have completed packing, please contact us to arrange collection. We will nominate a national Courier to collect your consignment. We require a minimum of one days notice to arrange collection. The Courier will collect your goods anytime during the day from 9am to 5pm. Please note that we cannot provide you with specific collection times.

Documentation

Please complete the enclosed documentation and return this to us via post, fax or scanned email along with a photocopy of the ID page of your passport (and destination visa, if applicable). Please ensure that your return your documentation to us no later than two days after your collection. Please DO NOT hand your completed documentation to the Courier Driver. Failure to complete or provide us with the required documentation will result in the non-despatch of your goods and additional charges to your account. A sample set of documentation is available on our website www.excess-baggage.com should you require guidance.

Payments

You can pay online with a credit (Visa/Mastercard/Amex) or debit card at www.excess-baggage.com/epayments

You will need your Job Number and Invoice Number to hand to complete the online payment process.

Please note that credit card payments are subject to a surcharge of 2.5% except for American Express cards which carry a 3% surcharge.

We also accept payment by cheque, bank draft, bank transfer. If paying by bank transfer please quote your 7 digit reference number, so that the payment can be allocated correctly. Cash payments can be made at any Excess Baggage office, or to our own drivers (normally in the London Postal Area only). **Please do not pay third party drivers and carriers, or drivers in other countries. Please contact us if you are in any doubt.**

Cheque payments require a clearance period of up to seven working days for domestic cheques and up to 35 days for foreign cheques. Cheque payment is not recommended for air freight. (Please note payment must be received in full before goods can be forwarded.)



AUSTRALIA

**COLLECTIONS START
FROM 7.00AM**



Labeling

Please ensure that you label each box or bag with the following information:

Name: Your name

Ref: Your reference number (Example 1000000 or 3000000)

Dest: Your destination city

PCS: The number of packages/boxes/bags (Example: 1/4, 2/4, 3/4, 4/4)

Failure to label boxes/bags with the above information can result in the loss of your goods.

Shipment Protection

There are risks inherent in any household move, whether the move is just around the corner or to a Country across the ocean in another continent. Because your possessions are so valuable to you, naturally you will want to take out cover in the event of anything going amiss. That is where our Shipment Protection service comes in.

Our Shipment Protection cover (or 'Standard Liability') gives you peace of mind that in the event of loss or damage, you will be able to claim against loss or damage. Our Shipment Protection is fully underwritten by carefully selected insurers at Lloyds of London, arranged on our behalf by British Association of Removers panel brokers, PoundGates & Company Ltd.

We will supply you with a Shipment Protection proposal form, which you should complete carefully with full valuations of all the goods in your shipment. The standard rate for Owner Packed belongings is 5.0% of the value you declare for your goods.

Shipment Protection for Household Removal shipments (professionally packed by us) is covered at a different rate - please speak to a customer service agent for more information.

Shipment Protection cover charges are not subject to any tax surcharge (other than VAT if your move is wholly within the EU). We strongly recommend that you give yourself peace of mind by taking this cover, and are only too happy to give you any further advice or information you may require.

It is very important for you to note that without any Shipment Protection cover, our liability to you is limited as described in clause 9.2 (Limited Liability) of our British Association of Removers approved Terms and Conditions.

Please note that jewellery, watches, trinkets, precious stones, money, deeds, securities, stamps, manuscripts or other documents, wines, spirits, and tobacco are not covered by our Shipment Protection. We are not able to carry animals or foodstuffs of any kind on our service.

NB. If at all possible please have all boxes on the ground floor prior to collection

Please read carefully before attempting to complete your Documentation – The tips below are designed to help you avoid some of the most common errors which can result in delays to your consignment.

AU B534 Customs Form:

- The customs form consists of 4 pages, please ensure all 4 pages are completed, signed and returned to us.
- On page 1, please leave the section entitled “How my personal effects will arrive” blank. Also on page one you can leave the section entitled “clearing your personal effects” blank, unless you are consigning your shipment to another party (only possible if you hold an Australian Passport).

Security Declaration Form:

- Please ensure you have indicated your full destination address and contact numbers, even if you have booked a door to port/airport service.
- Date of Arrival at Destination’ refers to your personal date of arrival.
- Please ensure that the sender and consignee names match, unless you are consigning your shipment to another party (only possible if you hold an Australian Passport).
- Please provide a description of the contents where requested, mentioning the main categories of goods (e.g. clothes, shoes, books, CD’s, kitchenware, guitar etc..) Avoid terms such as ‘personal goods’, ‘souvenirs’, ‘general household items’ etc...
- Please indicate in the tick boxes provided whether or not you wish to avail of our optional shipment protection cover.

Standard Liability / Shipment Protection Form:

- If you choose to accept the optional cover please complete the Standard Liability form in full. Please indicate the quantity of items to be covered in each category and ensure the values indicated add up to the total you have declared. The total does not have to match up to any of the suggested vales indicated next to the tick boxes. Shipment protection cover is charged at the rate of 5% of the declared total value as indicated on the completed form.
- If you chose to decline the optional cover, please do NOT complete the standard liability form.

Don't forget to supply a good quality photocopy / scan of the **ID page of your Passport** (and Australian Visa if applicable). An **Australian Visa** is required if you do not hold a valid Australian or New Zealand Passport.

Please ensure you have read, signed and returned both the Hazardous & Restricted Goods and Consignments to Destination Port / Airport Declarations. Please note that the categories of goods listed in the ‘Dangerous Goods Not Permitted’ section (1st page) are prohibited via Air-Freight and Courier only – i.e. if your consignment is being despatched via Sea or Road you can pack these items safely (such as perfume).

If you hold a valid Australian Passport you can consign your shipment to somebody else (e.g. a family member or friend / colleague). If you wish to do so please also provide a nominee letter on a separate sheet of paper in the following format:

“To Whom It May Concern,

I Mr/Mrs/Ms nominate Mr / Mrs / Ms Of
..... (full NZ address) to receive my consignment on my behalf.

Your signature Date”

Please ensure you have completed and returned the documentation to us prior to your collection date if possible. Late return of documentation (more than 7 days following your collection), incomplete or incorrectly completed documents will result in delays to your consignment and additional charges should this prevent us from arranging despatch of your consignment.

DANGEROUS GOODS NOT PERMITTED

In accordance with International Law (IATA Dangerous Goods Regulations) the goods listed below are classified as 'Dangerous' and not allowed for shipment by Air. Many items which appear harmless in everyday use can pose dangers on aircraft and are consequently forbidden for transport by Air Navigation (Dangerous Goods) Regulations 2010.

In the UK the CAA (Civil Aviation Authority) is the governing body responsible for compliance of these rules. Failure to follow requirements may endanger the aircraft, its occupants and result in the prosecution of the person responsible under the Air Navigation (Dangerous Goods) Regulations.

The following goods are classified as **DANGEROUS** and not permitted

Goods travelling by 'Cargo' (this shipment) are subject to different restriction to those travelling as carry on luggage, as checked baggage (at the airport) or carried on your person at the flight. All items that travel by air are X-Rayed screened to check for compliance. If you have contravened these regulations and such items are found in your shipment, your shipment will be halted and you will be charged a fee by the airline handling agent or consolidator and the shipment will continue to be delayed until such charges have been paid in full. You will also incur a **£60 administration penalty**.

FAILURE TO COMPLETE THIS FORM PROPERLY WILL LEAD TO REJECTION OF YOUR SHIPMENT

Aerosols Not Permitted - All aerosols, deoderants, sprays and compressed gas canisters are forbidden



CHECKLIST: Are any of the following in your shipment?

1. Aerosols? No Yes
2. Air Fresheners? No Yes
3. Body Sprays? No Yes
4. Any other compressed gas cylinders? No Yes
5. Cigarette lighters? No Yes
6. Gas cylinders for camping stoves or any other gases? No Yes

Initialed

Flammable Goods Not Permitted - All flammable liquids, including perfume and aftershaves



CHECKLIST: Are any of the following in your shipment?

1. Perfumes? No Yes
2. Aftershaves? No Yes
3. Household cleaning products? No Yes
4. Gels, including shaving gels? No Yes
5. Other flammable liquids? No Yes

Initialed

Toner Cartridges or Ink



CHECKLIST: Are any of the following in your shipment?

1. Ink or toner cartridges. No Yes

Initialed

**PLEASE ENSURE YOU COMPLETE AND INITIAL EACH SECTION OF THIS FORM
FAILURE TO DO SO WILL LEAD TO REJECTION OF YOUR SHIPMENT**

Other Dangerous Goods Not Permitted



Explosives e.g.:
Ammunition, Christmas crackers
snaps, Fireworks, Fuses etc



**All oxidizing substances &
Organic Peroxides e.g.:**
Bleach etc



Toxic & Infectious substances e.g.:
Pesticides, Insecticides, Mercury,
Poisons etc



Radioactive Materials



Corrosive substances e.g.:
All battery types, Corrosive
cleaning fluids, Acids and
Alkali's, Thermometers
(mercury) etc



Miscellaneous Dangerous goods e.g.:
Asbestos, Magnetized materials, Dry Ice,
Self inflating life jackets

RESTRICTED GOODS

* Restricted items cannot be transported as personal effects to most countries by road, air or sea. The customer is advised to check with Customs in the country of destination whether such goods are permitted.

Animal Products



Animal Skins (non-domesticated),
Furs, Ivory & Live Animals

Perishable Goods, Plants & Seeds, Pills & Vitamins



Foodstuffs, Medicines

Money, Items of Exceptional Value



Money, Negotiable Items, Pre-paid
Cards, Jewellery & Watches, Works of
Art, Antiques, Precious Stones

Liquids Including



Alcoholic Beverages are not
permitted to the USA & restricted to
many other countries.

Tobacco & Tobacco Products



Pornographic Material



Where charges are incurred for the removal of Non-Permitted or Restricted goods by an airline, handling agent, consolidator etc, these charges will be passed on to you together with a £60 administration fee, and the shipment will be delayed until such charges are paid.

The customer hereby declares that their consignment contains none of the goods as described on this page and overleaf. Where such non permitted or restricted items are found, Excess Baggage Company reserves the right to remove these items and dispose of them without reference to the customer.

In such circumstances the customer will not be due for any compensation, nor will Excess Baggage Company be under any obligation to return or forward such items or give any notice that such items have been removed.

Signature: Date:

**PLEASE ENSURE YOU HAVE COMPLETED AND SIGNED THIS FORM
FAILURE TO DO SO WILL LEAD TO REJECTION OF YOUR SHIPMENT**

IMPORTANT – PLEASE READ CAREFULLY

Consignments to Destination Port / Airport :

Please note that all consignments booked to arrival destination port/airport EXCLUDE ALL destination charges, which may include Duty, Customs Clearance/Inspection, Terminal Fees, Airline Charges, Agency Fees, Local Delivery, Wharfage Charges, and Quarantine and Agriculture fees (where applicable).

Consignments to Destination Residence :

Residence shipments EXCLUDE (where applicable) Duty, Customs Inspection Fee, Quarantine or Agriculture Fees.

I have read and fully understood that I will be liable for the above mentioned charges. I can also confirm that I have read and agreed to the Terms and Conditions with regards to the shipment of my personal effects.

Signature : _____ Date: _____



SECURITY DECLARATION / PACKING LIST BY SENDER OF UNACCOMPANIED BAGGAGE

Please complete the following form in BLOCK LETTERS

White Copy - Agent / Blue Copy - Customer / Pink Copy - File

REF NO:		DESTINATION:	
SENDERS NAME:		CONSIGNEE NAME:	
SENDERS ADDRESS:		CONSIGNEE ADDRESS:	
		TEL NO: HOME	
TEL NO: HOME		WORK	
WORK		EMAIL	
EMAIL		Please provide valid email address so that we can contact you with despatch details	
SERVICE: AIRFREIGHT <input type="checkbox"/> SEAFREIGHT <input type="checkbox"/> (Please Tick)		DATE OF ARRIVAL AT DESTINATION / /	
ITEM		ITEM	
LIST OF CONTENTS		LIST OF CONTENTS	
1		9	
2		10	
3		11	
4		12	
5		13	
6		14	
7		15	
8		16	
<small>Items Key Carton = CTN, Tea Carton = T/CTN, Trunk = TRK, Bike Carton = B/CTN, Guitar = GTR Tool Box = TB, Suitcase = SC, Package = PKG, Back Pack = BP, Surfboard = SB</small>		Total No. Of Pieces (Boxes)	

IMPORTANT: Please read carefully.

All business undertaken subject to the Terms and Conditions of Excess International Movers Ltd. (Please see reverse.)

Cheques require clearance before goods can be forwarded.

Consignments booked to arrival destination port/airport EXCLUDE ALL destination charges, which may include Duty, Customs Clearance/Inspection, Terminal Fees, Airline Charges, Agency Fees, Local Delivery, Wharfage Charges, and Quarantine or Agricultural fees (where applicable). Residence shipments exclude (where applicable) Duty, Customs inspection fee, Quarantine or Agriculture fees.

*I have read and fully understood that I will be liable for the above mentioned charges as applicable. **(Please Initial)**

Destination contact details must be provided at the time of booking, whilst we may except any booking without a destination phone number, all claims and/or complaints for delay or storage charges incurred will not be entertained. Mobile phone numbers are not classed as an acceptable form of destination phone number.

If you have selected an air service your goods will be held in the UK and despatched as close to your date of arrival as possible.

Standard Liability has been offered to me and it has been my decision to accept or decline . **(Please Tick)**

Please note that a valuation form needs to be completed and payment made to take out standard liability cover. We are also unable to offer Standard Liability Cover on TV's unless they have been crated or professionally packed by us. If you have declined Standard Liability protection for your shipment, our liability in case of loss or damage is limited as per our Terms and Conditions.

We reserve the right to dispose of goods if storage or invoice charges have not been settled within 3 months.

IMPORTANT: Please read carefully (Delete where appropriate)

- a) All goods were personally packed by me and have been in my constant possession since packing.
- b) No goods have been added to the consignment by any other person, nor are any goods being carried on behalf of any other person.
- c) I have declared all ELECTRICAL ITEMS on the packing list.
- d) My consignment contains personal effects only and NO goods hazardous nature, nor any explosives, corrosives, or firearms of any description.
- e) I have read and understood the Conditions of Carriage and the list of hazardous goods displayed on the premises.
- f) I *have/have not witnessed the security screening and sealing of my baggage.
- g) I am aware that any false statement may render me liable to prosecution under the terms of the Aviation and Maritime Security Act 1990.
- h) I hereby declare that the above information is true and correct.

I/We confirm that we have read and agreed to the Terms and Conditions with regards to the shipment of my/our effects.

Signature: **Date:**

XSBAG0009



UNACCOMPANIED PERSONAL EFFECTS STATEMENT

- This is a legally binding document and may be used as evidence.
- This statement must be completed in English (block letters), with all errors and alterations to be initialled.

WARNING

Do **not** carry drugs. Penalties for drug offences in Australia are severe. A **false** or **misleading** statement to a Customs Officer is an **offence** and may involve heavy penalties, including forfeiture of any goods concerned.

NOTICE

The Privacy Act 1988 says we must tell you why we are collecting this information, how we will use it and whether you have to give it to us. This information is required to ensure travellers comply with Australian Customs, Quarantine, Health, Wildlife and Currency laws. We require this information under the Customs Act 1901, the Quarantine Act 1908, the Wildlife Protection (Regulation of Exports and Imports) Act 1982 and the Financial Transaction Reports Act 1988. Customs also need the information to calculate the right amount of duties and taxes. Any questions you do not answer will be asked by a Customs or Quarantine Officer. The Australian Customs and Quarantine Services are not permitted to disclose this information or any supplementary information you give, except when authorised or required by law.

Please complete the following details			
Given names		Family name	
Address and telephone number of intended or actual Australian residential address		Date of birth	
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Passport number	Country of issue	
Persons covered by this statement: <input type="checkbox"/> Myself <input type="checkbox"/> Spouse	Name of spouse?		
Spouse passport number	Number of children under 18 years of age?		
How I arrived or intend to arrive in Australia			
On (airline flight number or ship name)		At (port or airport)	
Date, or estimated date, of arrival?	Country of departure		
For returning residents only			
Other countries visited		Period of absence from Australia	
How my personal effects arrived or will arrive			
<input type="checkbox"/> By Mail; or <input type="checkbox"/> By Air; or <input type="checkbox"/> By Sea (if by air or sea then complete below)			
The	(number of packages)	consigned to me have arrived or are due to arrive:	
On (airline flight number or ship name)	At (port or airport)	Date, or estimated date, of arrival?	
Container number	Sea Bill or Air Waybill number	Name of local business handling your personal effects?	
Clearing your personal effects			
You may clear your personal effects or pay a licenced Customs Broker to clear them for you. Alternatively, you may nominate somebody else (eg a family member or friend) to act on your behalf. If you wish to nominate somebody else, you must fill in the details of your nominee in the space provided below.			
Family name		Given names	
Address		Phone number	
Your nominee will need to produce one of the following forms of identification when clearing your goods through Customs.			
Driver's licence number	Place of issue	Or	Passport number
			Country of issue
Declaration			
I declare that the above particulars are to the best of my knowledge true and correct.			
Signature of owner			Date

Important

You must answer each of the following questions by placing a tick (✓) in the appropriate boxes. If you mark YES in any box in sections three to eight, or if you are in doubt whether any particular effects should be declared, please give details in the space provided under each question or on a separate attachment if the space is insufficient. Unaccompanied effects may be examined. Please ensure that keys are available at the time of clearance.

Section One

Have you come or are you coming to Australia

As a tourist only? →

To take up temporary residence only? →

To resume permanent residence or as a returning Australian citizen?

To take up permanent residence for the first time?

As an Australian citizen residing overseas, returning temporarily?

Section Two

Did you pack the goods yourself?

Yes

No →

Are you fully aware of the contents of the packages?

Yes

No →

Do the packages contain goods belonging to any person other than you or those who accompanied you on your arrival in Australia?

Yes →

No

Section Three

Do your unaccompanied effects contain any of the following restricted goods?

Drugs of any kind including, but not limited to: *DHEA, narcotics, hallucinogens, amphetamines, barbiturates, tranquilisers, steroids or performance enhancing drugs.*

Yes No

Weapons including, but not limited to: *firearms or parts (including air pistols and air rifles), ammunition, replica firearms, spring bladed knives, daggers, knuckle dusters or martial arts equipment.*

Yes No

Articles manufactured from wildlife including, but not limited to: *reptiles/snakes, elephants, rhinoceri, members of the cat family, whales, dolphins, zebras, antelope, deer or coral.*

Yes No

Material which is likely to cause offence to a reasonable adult. This may include, but is not limited to: *child pornographic material, child abuse material, material which may promote, incite or instruct in matters of crime or violence or misuse of a drug, or sexual material (including bestiality).*

Yes No

I declare that the above particulars are to the best of my knowledge true and correct and that I have understood the questions contained in this form and the answers to those questions are true and correct.

Signature of owner

Date

Section Four**Do your unaccompanied effects contain any of the following goods?****Australian and/or Foreign currency** in the amount of \$10,000 Australian or more. Yes No

If yes, please list the amount(s) in Australian dollars

Medicines (whether prescribed by a medical practitioner or not) including but not limited to: herbal. Yes No

If yes, please provide a list of the goods

Section Five**Do your unaccompanied effects contain any of the following goods? If you tick 'yes' to any question, describe the goods in the table below.***Cigarettes, cigars or tobacco* Yes No*Alcoholic liquor including: spirits, wine or beer.* Yes No*Motor vehicle, motorcycle, trailers or watercraft.* Yes No*Goods belonging to any person other than you or those who accompanied you on your arrival in Australia.* Yes No*Goods for commercial purposes, including goods for sale, lease, hire or exchange.* Yes No*Other goods owned by you for less than 12 months.* Yes No**If insufficient space, attach a separate sheet**

Description	Price or estimated price \$AUS	Date of purchase

IMPORTANT NOTICE: Any goods owned by you for less than 12 months must be declared. Such goods will be assessed for duty and taxes. Penalties exist for not declaring such goods. Direct enquiries to your local Customs Information Centre on 1300 363 263.

Section Six

Within one month prior to shipping these effects to Australia, did you or any member of your family who arrived or will arrive with you, visit a place where farm animals are kept, including farming communities, research farms, sanctuaries and sale yards or visit an abattoir or any meat processing plant?

 Yes No

I declare that the above particulars are to the best of my knowledge true and correct and that I have understood the questions contained in this form and the answers to those questions are true and correct.

Signature of owner

Date

Section Seven

Do your unaccompanied effects contain any of the following goods, subject to animal quarantine laws, or wildlife export and import laws?

Animals alive or dead including mammals, reptiles, fish, birds, insects or parts thereof or **Animal Products** including: *feathers, skins, horns, shells, hatching eggs, semen or embryos.*

Yes No

If yes, please provide a list of the goods

Food of any kind (including any edible item) such as:

meat, poultry, eggs, dairy products, baby food, spreads and sauces, beverages and non-alcoholic drinks.

Yes No

If yes, please provide a list of the goods

Equipment used with horses or other animals including:

saddles, harnesses, whips, collars, brushes, blankets or rugs used as animal bedding.

Yes No

If yes, please provide a list of the goods

Biological specimens including:

vaccines, cultures, blood, cell samples or cell lines, semen or embryos.

Yes No

If yes, please provide a list of the goods

Section Eight

Do your unaccompanied effects contain any of the following goods, subject to plant quarantine laws?

Plants or parts of plants live or dead including:

fruits, nuts, seeds, bulbs, leaves, wooden articles or articles made of plant material, cuttings, flowers, mushrooms, fungi, straw, bamboo, herbs or teas.

Yes No

If yes, please provide a list of the goods

Furniture or other articles of wood, cane or bamboo.

Yes No

If yes, please provide a list of the goods

Soil or earth or goods containing soil, earth, rock or mineral samples.

Yes No

If yes, please provide a list of the goods

Straw or wood packing material other than wood shavings or sawdust.

Yes No

Egg or fruit cartons used in packing.

Yes No

I declare that the above particulars are to the best of my knowledge true and correct and that I have understood the questions contained in this form and the answers to those questions are true and correct.

Signature of owner Date

FOR OFFICIAL USE ONLY

Goods declared	Action taken
	ICD number:

STANDARD LIABILITY PROTECTION

VALUATION FORM FOR OWNER PACKED EFFECTS

Standard Liability protection costs 5% of the declared value. We are insured with Lloyd's underwriters Hardy to support our Standard Liability.

Name:	Destination Address:
Shipment Ref. No.	
Shipping from:	
Tel:	Email:

Please declare the quantity of items and values alongside each category indicated. Values declared should represent full destination replacement value, which can be considerably higher than at origin. If the property is undervalued you will only be entitled to recover the proportion of the loss that the value bears to the total value of the property, as detailed in clause 3.1.1 of our Terms and Conditions on the reverse of this form.

The following categories are specifically excluded: Bonds, Securities, Stamps, Manuscripts, Documents, Electronic Data, Plants, Perishables, Furs exceeding £100 in value, Jewellery, Watches, Precious Stones and Metals, Money, Coins, Deeds, Animals, Birds or Fish. See full Terms and Conditions on reverse of form.

I would like to cover my goods in transit for the following sum: (cost of cover 5% of the declared value) Please tick.

£8000
 £7000
 £6000
 £5000
 £4000
 £3000
 £2000
 £1000
 £ _____ **Other amount**

Please indicate below the breakdown of the total value declared. Individual items or sets over £250 value must be declared.

CATEGORIES <i>(including items opposite)</i>	QTY	VALUE £	ANY ITEM OR SET OVER £250 VALUE	QTY	VALUE £
Clothing		£			£
Footwear		£			£
Books / Games / Toys		£			£
TV / VCR		£			£
DVD / Stereo Equipment		£			£
CDs / DVDs / Vinyl Records / Tapes		£			£
Computer Equipment / Games Consoles		£			£
Cameras / Photographic Equipment		£			£
Ornaments / Pictures / Souvenirs		£			£
Carpets / Rugs		£			£
Sports / Camping Equipment		£			£
Bicycles & Bicycle Equipment		£			£
Surfboards / Skis / Snowboards		£			£
Bedding / Linen / Towels / Blankets		£			£
Musical Instruments		£			£
Tools / Workshop Equipment		£			£
Kitchen Utensils / Appliances		£			£
Garden Ornaments / Pots / Plant Holders		£			£
Works of Art / Antiques		£			£
Furniture		£			£
Other		£			£
Items over £250 listed on right, but <u>not</u> already included in the valuations above		£			£
Shipping Costs		£			£
Total Value protected by Standard Liability		£			£
			Items listed in this column which are not already included in the valuation categories on the left, must be added to the Total Value below.		
			Claims Procedure: In the event of a claim, please notify your mover, mentioning your reference number and as many details as possible concerning your claim, including photographs of any damaged items and copies of any correspondence with carriers, port authorities, airport authorities and/or final delivery agents. Claim documentation will be forwarded to you immediately. In the meantime you should attempt to obtain estimates where viable for repairs or replacement. In the event of short delivery of any packages or damage to the packages seen on arrival you should notify in writing the final delivery agents. Under no circumstance, except under written protest, should you give a clean receipt where goods are in doubtful condition. We, or our insurers will be at liberty to appoint a local representative if it is seen fit to do so. Claims will be handled by PoundGates & Company Ltd, St Vincent House 1 Cutler Street, Ipswich, Suffolk IP1 1UQ, Tel: +44(0)1473 216406, Fax: +44(0)1473 231591, email: info@poundgates.com		

I confirm that I wish to take Standard Liability protection at a cost of 5% of the Total Value declared. I confirm that this Valuation Form shall form the basis of the Mover accepting Standard Liability in accordance with their Terms and Conditions on the reverse of the form, which I have read and understood. I understand that any item not declared on this form will be excluded from Standard Liability, and that the mover's liability for such items will be limited in accordance with Clause 9.2 of the Terms and Conditions. I understand that in the event of a claim, the mover reserves the right to deduct a £50.00 claim-handling administration fee. Note: For owner packed effects

Signature: **Date:**

PLEASE NOW DETACH THE YELLOW AND BLUE COPIES AND RETURN THESE TO YOUR MOVER. RETAIN WHITE COPY AS YOUR RECEIPT.

