



Professional Car Carriers Ltd,
Unit 13 109 Fernstaff Crt,
Concord, ON L4K3M1,
+1 888-755-6888

CANADA TO USA IMPORT CHECKLIST

Thank you for choosing Professional Car Carriers to convey your vehicle from Canada to the USA. To ensure ease of transportation and border crossing, please provide us with the following information and paperwork.

All photocopies must be completely legible. Prior to faxing us the completed package, please use the check box beside each item below to make sure that you have provided us with all the necessary information. Please include this checklist when returning your package to us:

1. OFFICE – Unit 13 109 Fernstaff Crt, Concord, ON L4K3M1
2. Phone: +1 888-755-6888
3. Email: dispatch@professionalcarcarriers.com

	IF YOU ARE A CANADIAN VACATIONING IN THE U.S. YOU WILL NEED TO PROVIDE:
Check Mark	3299 Form (Provided)
	Copy of Passport
	Copy of Vehicle Ownership
	Letter of Authorization (Provided)
	Pick-up and delivery form (Provided) Credit Card Authorization (Provided if applicable)
	Not More than 2 average size suitcases in the truck of the vehicle.
	Not more than 1/4 tank of fuel in the vehicle.

	IF YOU ARE A NON-US CITIZEN MOVING TO THE U.S. YOU WILL NEED TO PROVIDE:
Check Mark	3299 Form (Provided)
	Copy of Green Card
	Copy of Passport
	Copy of Ownership
	Letter from Manufacturer specific to that vehicle Duty on cars less than 1 year old
	Pick-up and delivery form (Provided)
	Credit Card Authorization (Provided if applicable)
	Not More than 2 average size suitcases in the truck of the vehicle.
	Not more than 1/4 tank of fuel in the vehicle.

	IF YOU ARE A U.S. CITIZEN SHIPPING YOUR CAR BACK TO THE STATES YOU WILL NEED TO PROVIDE:
Check Mark	3299 Form (Provided)
	Bill of Sale for the vehicle
	Copy of Passport
	Copy of Ownership
	Duty on car if purchased in Canada
	Pick-up and delivery form (Provided)
	Credit Card Authorization (Provided if applicable)
	Not More than 2 average size suitcases in the truck of the vehicle.

PLEASE EMAIL ALL OF THE INFORMATION TO:

dispatch@professionalcarcarriers.com

LETTER OF AUTHORIZATION

ATTN: U.S. CUSTOMS AND CANADIAN CUSTOMS

I,

Please Print

authorize Professional Car Carriers or their agents to transport my vehicle

Once your vehicle reaches the border, we will "bond" it to the nearest U.S. Customs office. If for any reason we are unable to clear the vehicle on your behalf, we will contact you to set up an appointment with you to clear your car at the bond shed.

If you have any questions or concerns regarding the aforementioned procedures, please do not hesitate to contact us.

DATE:

From: To:

(Enter Complete Canadian Address including Postal Code) (Enter Complete American Address including Zip Code)

My vehicle is

(Enter the Year Make and Model of your Vehicle)

VIN #

I am a Canadian citizen bringing my vehicle to my winter residence in:

(Enter the State)

I will be returning to Canada on:

(Enter your anticipated date of return)

Regards,

_____ (Signature)

_____ (Date)

	PICK UP INFORMATION
NAME	
ADDRESS:	
CITY PROVINCE/STATE	
POSTAL/ZIP CODE	
CONTACT NAME	
PHONE NO	
VEHICLE MAKE MODEL YEAR	
COLOR PLATE NO. VIN NO.	
SPECIAL PICK UP INSTRUCTIONS	
PREFERRED PICK UP DATE	

	DELIVERY INFORMATION
NAME	
ADDRESS:	
CITY PROVINCE/STATE	
POSTAL/ZIP CODE	
CONTACT NAME	
PHONE NO	
SPECIAL DELIVERY INSTRUCTIONS	
PREFERRED DELIVERY DATE	

AGREEMENT OF TERMS AND CONDITIONS OF SHIPPING

This Agreement supersedes all prior written or oral agreements and understandings between Professional Car Carriers and the owner/shipper and constitutes the entire agreement between Professional Car Carriers and the owner/shipper. This Agreement may not be modified except in writing and when signed by an officer of Professional Car Carriers.

- **PICK UP AND DELIVERY:** Professional Car Carriers always attempt to pick up and deliver your vehicle as close as possible to the specified dates. However, Professional Car Carriers does not guarantee such dates. Rental of a replacement automobile will be at the expense of the owner/shipper. In the event that either the pick up or delivery address is inaccessible by Professional Car Carriers units and a tow truck is required, all tow charges will be the responsibility of the owner/shipper/receiver and will be in addition to the transport charge. If your vehicle is inoperable, or becomes inoperable during transport and consequently needs pushing to load or unload, 50% will be added to the original rate plus handling charges as applicable.
- **CONDITION OF THE VEHICLE:** Professional Car Carriers drivers will complete a visual inspection of the vehicle upon pick up, noting any obvious damage. Please ensure that the vehicle is washed just prior to pick up to aid in this inspection. In the event that the vehicle is not clean and dry enough for an adequate inspection, you will be asked to sign a waiver which will release Professional Car Carriers from all responsibility for normally visible surface damage regardless of cause. Upon delivery and prior to signing, you or your agent must inspect the vehicle with the Professional Car Carriers driver and make a note of any new damage on the delivery receipt. Unless the damage is described, the vehicle will be considered as received in good condition without exception.
- **CLAIMS WILL NOT BE HONORED "AFTER THE FACT."** Professional Car Carriers will not be held responsible for the mechanical condition of any vehicle including exhaust assembly, alignment, suspension and engine tuning as it is impossible to accurately determine the condition at the time of pick up. Professional Car Carriers will not be held liable should any part break in transit during normal handling regardless of cause.

YOUR VEHICLE IS COVERED UNDER PROFESSIONAL CAR CARRIERS INSURANCE (\$500 DEDUCTIBLE) EXCEPT FOR THE FOLLOWING:

1. damage caused by leaking fluids,
2. battery acids,
3. cooling system antifreeze solution,
4. industrial fallout or fallout resulting from acts of nature;

5. damage or loss of loose parts or special equipment when not listed on the bill of lading
6. and/or when not properly wrapped and stored so as to prevent loss or damage;
7. damage caused by freezing of the cooling system or batteries where protection from freezing will be the responsibility of and at the expense of the shipper;
8. dead or weak batteries;
9. damage to radio antennas that are extended more than three inches.

- **CONTENTS OF THE VEHICLE:** Articles of personal property shall not be left in the vehicle. Under no circumstances should the vehicle include explosives, guns, ammunition, flammable products, alcoholic beverages, food, prescription or non-prescription drugs, jewelry, furs, money, live plants or animals or contraband of any type.
- **BORDER ISSUES:** Due to recent security issues, both United States and Canada Customs and Immigration regulations have become much stricter and border security much tighter. Should your vehicle be detained at the border or refused entry for any reason, Professional Car Carriers will immediately call you and do our best to resolve the situation. However, Professional Car Carriers cannot be held responsible should customs or immigration determine your vehicle is inadmissible or if your documentation is deemed unsatisfactory and that you will be denied entry. In either event, all customs related charges for wait time, bond fees and for the storage and/or the return of your vehicle to you, will be your responsibility. The original transportation charges are non-refundable. During the normal course of crossing the border with your vehicle, all customs paperwork charges including bonds, duties, taxes, after hours charges, etc. are the responsibility of the customer. A one hour maximum is allotted for border clearances. If our truck is delayed at the border due to any illegal or prohibited items found in your vehicle, Professional Car Carriers reserves the right to charge \$100.00 per hour for every additional hour we are detained by customs officials. Extra charges will be assessed for services rendered above and beyond these specified terms and conditions.
- **PAYMENT:** Payment must be by Visa, MasterCard or certified cheque and is required at the time of the pickup of your vehicle.
- **ADDITIONAL CHARGES:** Where extra charges are incurred, they must be paid in full at time of delivery.
- **CANCELLATIONS:** No charge will be made for cancellations 7 days or more before scheduled pick-up. Cancellation within 7 days but before 48 hours will be charged \$200.00. Cancellations within 48 hours will be charged at the full amount originally quoted.
- **CLAIMS:** You must report insurance claims to Professional Car Carriers within 24 hours of delivery. Remember there is a \$500.00 deductible for all claims.

I have read, understand and agree to the above terms and conditions.

SIGNATURE _____

PRINT NAME _____

MM/DD/YYYY ___/___/_____

CREDIT CARD AUTHORIZATION

I,

(PLEASE PRINT)

Hereby authorize Professional Car Carriers to charge my vehicle transportation fee to my credit card.

VISA #	
MASTERCARD #	
Authorization Code on Reverse of Card	
EXPIRY DATE	
AMOUNT OF CHARGE	
NAME ON CARD	
BILLING ADDRESS ON CARD	
AUTHORIZED SIGNATURE	
DATE	

How Did You Hear About Us?

We are keen to acknowledge our business partners and customers who may have referred you to us. Please take the time to let us know how you heard about us.

Check any boxes that apply:

Snowbird Advisor Membership # _____

Referral from one of our current/previous customers

If yes, who? _____

Referral from another business

If yes, which company? _____

Other – Please provide details
