



CANADA TO USA IMPORT CHECKLIST

Thank you for choosing Professional Car Carriers to convey your vehicle from Canada to 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:

- **OFFICE** Unit 13/109 Fernstaff crt, Vaughan ON L4K 3M1
- Phone: 1888-755-6888
- Email: Snowbirds@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
- If LEASED , Letter of Authorization from Leasor
- If OWNED BY CORPORATION , Articles of Incorporation
Letter of Authorization (Provided)
Pick-Up and Delivery Form (Provided)
Credit Card Authorization (Provided)
Not More than 2 average size suitcases in the trunk 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 Vehicle Ownership
- If LEASED , Letter of Authorization from Leasor
- If OWNED BY CORPORATION , Articles of Incorporation
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)
Not More than 2 average size suitcases in the trunk of the vehicle
Not more than 1/4 tank of fuel in the vehicle

IF YOU ARE A US CITIZEN SHIPPING YOUR CAR BACK TO THE U.S., YOU WILL NEED TO PROVIDE:

Check Mark	
	3299 Form (Provided)
	Bill of Sale for the Vehicle
	Copy of Passport
	Copy of Vehicle Ownership
	- If LEASED , Letter of Authorization from Leasor
	- If OWNED BY CORPORATION , Articles of Incorporation
	Duty on Car if purchased in Canada
	Pick-Up and Delivery Form (Provided)
	Credit Card Authorization (Provided)
	Not More than 2 average size suitcases in the trunk of the vehicle

PLEASE EMAIL ALL OF THE INFORMATION TO:

Snowbirds@professionalcarriers.com

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.

LETTER OF AUTHORIZATION

DATE:

ATTN: U.S. CUSTOMS AND CANADIAN CUSTOMS

I,

Please Print

authorize Professional Car Carriers or their agents to transport my vehicle

From:

(Enter Complete Canadian Address including Postal Code)

To:

(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 attempts 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 anti-freeze 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 48 hours or more before scheduled pick-up. Cancellations within 48 hours will be charged at the full amount.
- **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 ___/___/_____



PROFESSIONAL • CAR • CARRIERS

Credit Card Authorization - Snowbirds

Customer Name

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Card Type

<input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> Other (please indicate)
--

Credit Card Information

Card Holder Name		
Card Number		
Expiration Date	CCV (3 digits on back of card)	Postal Code

Billing Address

Address	
Address	
City, Province	Postal Code

Amount Authorized

Email Address

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Please complete all fields. You may cancel this authorization at any time by contacting us at accounting@professionalcarcarriers.com or call 1888-755-6888

I, _____ hereby authorize **Professional Car Carriers** to charge my vehicle transportation fee to my credit card.

Cardholder 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:

- Referral from one of our current/previous customers, if yes who? _____
- Referral from another business, if yes, which company? _____
- Other – Please provide details _____



DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

OMB APPROVAL NO. 1651-0014
EXPIRES: 11-30-2022
ESTIMATED BURDEN: 45 MIN.

DECLARATION FOR FREE ENTRY OF UNACCOMPANIED ARTICLES

19 CFR 148.6, 148.52, 148.53, 148.77

Paperwork Reduction Act Statement: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date.

PART I -- TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES (Please consult with the CBP official for additional information or assistance. REMEMBER--All of your statements are subject to verification. False declarations or failure to declare articles could result in penalties.)

1. IMPORTER'S NAME (Last, first and middle initial)
2. IMPORTER'S DATE OF BIRTH
3. IMPORTER'S DATE OF ARRIVAL
4. IMPORTER'S U.S. ADDRESS
5. IMPORTER'S PORT OF ARRIVAL
6. NAME OF ARRIVING VESSEL CARRIER AND FLIGHT/TRAIN
7. NAME(S) OF ACCOMPANYING HOUSEHOLD MEMBERS (wife, husband, minor children, etc.)

8. THE ARTICLES FOR WHICH FREE ENTRY IS CLAIMED BELONG TO ME AND/OR MY FAMILY AND WERE IMPORTED
A. DATE
B. NAME OF VESSEL/CARRIER
C. FROM (Country)
D. B/L OR AWB OR I.T. NO.
E. NUMBER AND KINDS OF CONTAINERS
F. MARKS AND NUMBERS

PART II -- TO BE COMPLETED BY ALL PERSONS EXCEPT U.S. PERSONNEL AND EVACUEES

9. RESIDENCY ("X" appropriate box)
I declare that my place of residence abroad [] is [] was []
A. NAME OF COUNTRY
B. LENGTH OF TIME
Yr. Mo.

C. RESIDENCY STATUS UPON MY/OUR ARRIVAL ("X" One)
[] (1) Returning resident of the U.S. (2) Nonresident: [] a. Emigrating to the U.S. [] b. Visiting the U.S.

10. STATEMENT(S) OF ELIGIBILITY FOR FREE ENTRY OF ARTICLES. I the undersigned further declare that ("X" all applicable items and submit packing list) :

A. Applicable to RESIDENT and NONRESIDENT
(1) All household effects acquired abroad for which free entry is sought were used abroad for at least one year by me or my family in a household of which I or my family was a resident member during such period of use, and are not intended for any other person or for sale. (9804.00.05, HTSUSA)
(2) All instruments, implements, or tools of trade, occupation or employment, and all professional books for which free entry is sought were taken abroad by me or for my account or I am an emigrant who owned and used them abroad. (9804.00.10,9804.00.15, HTSUSA)
B. Applicable to RESIDENT ONLY
[] All personal effects for which free entry is sought were taken abroad by me or for my account. (9804.00.45, HTSUSA)
C. Applicable to NONRESIDENT ONLY
(1) All household effects acquired abroad for which free entry is sought were used abroad for at least one year by me or my family in a household of which I or my family was a resident member during such period of use, and are not intended for any other person or for sale. (9804.00.05, HTSUSA)
(2) Any vehicles, trailers, bicycles or other means of conveyance being imported are for the transport of me and my family and such incidental carriage of articles as are appropriate to my personal use of the conveyance. (9804.00.35, HTSUSA)

PART III -- TO BE COMPLETED BY U.S. PERSONNEL AND EVACUEES ONLY

I, the undersigned, the owner, importer, or agent of the importer of the personal and household effects for which free entry is claimed, hereby certify that they were in direct personal possession of the importer, or of a member of the importer's family residing with the importer, while abroad, and that they were imported into the United States because of the termination of assignment to extended duty (as defined in section 148.74(d) of the Customs Regulations) at a post or station outside the United States and the CBP Territory of the United States, or because of Government orders or instructions evacuating the importer to the United States; and that they are not imported for sale or for the account of any other person and that they do not include any alcoholic beverages or cigars. Free entry for these effects is claimed under Subheading No. 9805.00.50, Harmonized Tariff Schedule of the United States.

1. DATE OF IMPORTER'S LAST DEPARTURE FROM THE U.S.
2. A COPY OF THE IMPORTER'S TRAVEL ORDERS IS ATTACHED AND THE ORDERS WERE ISSUED ON:

PART IV -- TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES (Certain articles may be subject to duty and/or other requirements and must be specifically declared herein. Please check all applicable items and list them separately in item D on the reverse.)

A. For U.S. Personnel, Evacuees, Residents and Non-Residents
(1) Articles for the account of other person.
(2) Articles for sale or commercial use.
(3) Firearms and/or ammunition.
(4) Alcoholic articles of all types or tobacco products.
(5) Fruits, plants, seeds, meats, or birds.
(6) Fish, wildlife, animal products thereof.
B. For Residents and Non-Residents ONLY
(7) Foreign household effects acquired abroad and used less than one year.
(8) Foreign household effects acquired abroad and used more than one year.
C. For Resident ONLY
(9) Personal effects acquired abroad.
(10) Foreign made articles acquired in the United States and taken abroad on this trip or acquired abroad on another trip that was previously declared to CBP
(11) Articles taken abroad for which alterations or repairs were performed abroad.

