



Welcome to Extra Logistics: Logistics for the Planet

We look forward to be of service to you.

International Air or Ocean Freight Shipping

Our Services:

Let Extra Logistics be your **Personal Shipping Guide**.

One Personal Contact – One Commitment to Deliver

Extra Logistics, LLC is a complete International Logistics provider of Air and Ocean Freight Services with offices and affiliates in more than 109 Countries.

- Door to Door Services
- U.S. Customs Clearance
- Warehouse Distribution, ASN Procurement
- Cost Analysis : Pricing

Shipping Requirements

Extra Logistics requires these basic documents to facilitate the International cargo transport.

Imports (From Worldwide to USA)
Customer Account Application
Insurance Request / Waiver
Continual / Single Bond
Power of Attorney (POA)
U.S. Customs Entry
Form Completion

Payment Terms (INCO Terms)

Payment for International Air and Ocean Services is due prior to final delivery, unless determined and agreed in writing prior to pick up of shipment. **Terms: Net Cash**

You may pay our invoices by any of the following means:

Checks: Checks in payment of invoices in U.S. dollars must be drawn on a U.S. bank, and must bear a routing number for clearance through the ACH (Automated Clearing House) system.

Wire/Electronic Payment: For wire or ACH information for payment of invoices, please contact us at pmg@extralogistics.com

Foreign payment: Payment of invoices in U.S. dollars may be paid to any one of our local offices or affiliates in over 109 countries.

National Customer Service: 1-800-497-2286

extralogistics.com



Account Application

(Verification of Shipper / Importer of Record – Request for Credit)

Company Legal Name: _____

DUNS No. _____

Federal Tax ID: _____

Physical Address: (No P.O. Box)

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Billing Address: (If Different) _____

Type of Entity: Corporation ___ Partnership ___ Other _____
Proprietorship _____ (LLC) _____

(U.S. State) Business is registered in: _____

Nature of Business: _____

Established (year) _____

President: _____ (Full Name)

E-mail Address: _____

Controller (CFO): _____ (Full Name)

E-mail Address: _____

Estimated Annual Transport Spend?

\$1,000 - \$5,000 \$5,000 - \$20,000 \$20,000 - \$100,000

Initial: _____



Credit References

Within the Transportation Industry
Please list 3 References

Company Name: _____ Controller: _____
Street Address: _____
City / State: _____
Phone No.: _____

Company Name: _____ Controller: _____
Street Address: _____
City / State: _____
Phone No.: _____

Company Name: _____ Controller: _____
Street Address: _____
City / State: _____
Phone No.: _____

Banking Information

Bank Name: _____
Contact: _____
Street Address: _____
City / State/ Zip Code: _____
Account Number: _____
Phone No. _____
Years at Bank: _____

Initial: _____



SHIPPER'S CREDIT AGREEMENT

IF APPROVED AND IN CONSIDERATION OF GRANTING CREDIT TO US DIRECTLY BY THE ISSUANCE AND RELEASE OF BILLS OF LADING INDICATING THAT OCEAN & AIR FREIGHT IS PAYABLE to Extra Logistics, LLC in the United States and related foreign countries, as follows:

1. **BILL OF LADING / AIRWAY BILLS:** Presentation and Release of all bills of ladings / airway bills as issued shall be confirmation of the shipment transaction and subject to the terms and conditions of the airway bill and ocean bill of lading. Complete terms and conditions available upon request.
2. **UNCONDITIONAL PROMISE TO PAY AND GUARANTEE OF FREIGHT PAYMENT:** We will be absolutely and unconditionally liable to the Extra Logistics for payment of all shipment transaction charges due and personally guarantee that they will be paid by the undersigned irrespective within terms and conditions as set forth.
3. **FREIGHT DUE AS SPECIFIED IN THE AGREEMENT/** All shipment transaction charges shall be immediately due upon receipt (Terms: Net Cash) and prior to cargo release, unless subsequently defined credit terms have been granted in writing by Extra Logistics, LLC
4. **ABSOLUTE DICRETION TO REFUSE CREDIT:** Nothing herein contained shall limit Extra Logistics, LLC from exercising absolute discretion to refuse to extend credit or its right, where credit has been extended to collect payment of all freight and charges prior to vessel's arrival at port of discharge.
5. **IN THE EVENT THE ACCOUNT BECOMES DELINQUENT AND IS TURNED OVER FOR COLLECTION:** Customer agrees to pay all costs of collection including reasonable attorney fees.
6. **BOUNCED CHECKS:** There will be a charge of \$250.00 per check for all returned checks.

Initial: _____



7. **EFFECTIVE DATE:** this agreement shall continue in effect unless terminated sooner by written notice from either party to the other, provided, however, that termination, suspension or cancellation of the agreement shall not extinguish any existing liabilities hereunder

8. **CREDIT REFERENCE:** Customer authorizes this company and/or its credit agency(s) to investigate all credit history and banking references to make full disclosure of credit information concerning us to Extra Logistics, LLC or its general agent upon written request in order to process this application as it deems necessary now and in the future.

DATED THIS _____ DAY OF _____ 20__

Customer – Full Legal Company Name

PRINTED NAME of Officer

SIGNATURE AND TITLE





CARGO INSURANCE REQUEST FORM

Because carrier liability is limited in the event of loss or damage to cargo, we strongly encourage you to purchase all-risk cargo insurance to protect your financial interests. If you do not insure your cargo all-risk, please note the limitations of liability that apply to your shipments:

- On ocean shipments: \$500.00 per shipping unit (container and/or pallet)
- On air shipments: \$9.07 per pound and/or \$20.00 per kilogram
- On domestic shipments: \$0.50 per pound up to a maximum of \$50.00 per shipment
- On warehouse and trucking services: \$0.50 per pound up to a maximum of \$50.00 per shipment
- Broker/Forwarder Terms and Conditions of Service: \$50.00 per entry and/or shipment

For Cargo Insurance Request / Waiver: please complete the following information:

Yes, Please send me a cargo Insurance Quotation using the following information:

1. Commodity Shipped: _____
2. Origin: _____ Destination: _____
3. Is the merchandise (check all that apply):
 - New Used Containerized Non-Containerized
4. Average value per shipment: Air _____ Ocean _____
5. Maximum value per shipment: Air _____ Ocean _____

No, I maintain my own cargo insurance policy and do not want a quotation from you at this time.

I understand that recovery may be limited in the event of a claim. **I do not want to purchase cargo Insurance at this time.**

Signed: _____

Printed Name: _____

Company Name: _____

Dated: _____

Return this form to: Extra Logistics, LLC

Via E:Mail: nadocs@extralogistics.com

VIA FAX: + 562-461-0696

www.extralogistics.com 1-800-497-2286



WHY INSURE?

Shipments in transit are subjected to numerous perils. Goods may be damaged in a storm or fire, stolen, involved in a collision or just mishandled. To protect against financial loss, consider obtaining Shipper's Interest Cargo Insurance.

In addition to covering loss or damage, Cargo Insurance also protects against General Average, pays for the costs to minimize a loss (sue and labor), and pays for damage inspection (survey). Carriers also have limited liability and are provided legal defenses which absolve them of responsibility entirely. Cargo Insurance pays covered claims without the need to prove fault. **Why not insure?**

WHAT IS GENERAL AVERAGE?

General Average is a concept incorporated into most ocean bills of lading. It is used when a voluntary sacrifice is made to save the vessel, cargo or crew from a common peril (e.g., jettison of cargo to extinguish a fire). If the sacrifice is successful, all parties contribute to the loss based on their cargo's value. If the cargo isn't insured, it won't be released until the shipper posts a guarantee (cash, bank guarantee or bond). If the cargo is insured, the insurance company will handle all arrangements on the shipper's behalf.

HOW ARE CARRIERS LIABLE?

Carriers do not pay claims unless they directly cause or contribute to the loss. Even when carriers are legally liable for loss or damage, however, the amount they will pay is limited based on the mode of transport.

Ocean

The Carriage of Goods by Sea Act (COGSA) governs carrier liability for goods shipped via ocean to/from the United States. Recovery is limited to \$500 per customary freight unit, and only when the carrier is negligent. A "freight unit" can vary from one container to one pallet.

International Air

For air carriers, two liability conventions exist. The Warsaw Convention limits liability to \$9.07 per pound or \$20 per kilogram. The Montreal Convention (used in the United States), changed this limitation to 19 Special Drawing Rights (SDRs), or about \$30 per kilogram.

Domestic

Many domestic air, intrastate road carriers and warehouse operators limit their liability to \$0.50 per pound or \$50 per shipment, based on their bill of lading or warehouse receipt. Interstate truckers are governed by the Carmack Amendment, which dictates full value, but allows for limitations of liability in bills of lading, tariffs or contracts. Some carriers will also have inadequate or no liability insurance and may be unable to fund a loss out of pocket.

WHAT ABOUT CARGO THEFT?

Estimates of cargo theft in the United States range from \$25-\$50 billion annually. Officials estimate that nearly 80% of cargo thefts involve collusion of employees. Drivers are often paid to leave their truck unattended at a specific place and time.

Statistics

- **Within 24 hours of theft:** The goods are already delivered to an alternate location. Thieves are no longer in possession of the merchandise.
- **Within 48 hours of theft:** Cargo is split into about five consignments and distributed.
- **Within 72 hours of theft:** Goods are being marketed and sold.



CARGO INSURANCE COVERAGE OPTIONS

We can offer comprehensive “All-Risk” coverage for cargo in transit, including Free of Particular Average and With Average alternatives.

- **“All-Risk”:** Provides the broadest form of protection available. Goods are covered for loss or damage without the need to prove liability. An easy way to remember “All-Risk” coverage is “everything is covered, except what is excluded.” Typical exclusions include improper packing, inherent vice or rejection of goods by Customs.
- **Free of Particular Average (FPA):** Offers less protection than “All-Risk” coverage, but is a good option for commodities like used goods, waste materials and scrap metal. A good way to remember FPA coverage is “the only covered losses are specifically named.” Perils covered under FPA include: sinking, collision, General Average, fire and washing overboard, to name a few.
- **With Average (WA):** Extends FPA to cover heavy weather. Many shippers choose to add theft, pilferage and non-delivery to WA and FPA.

DECLARED VALUE VS. CARGO INSURANCE

Declaring value to a carrier is not the same as Cargo Insurance. To claim against a carrier, the shipper must prove that the cargo was damaged in the carrier’s care, custody or control. The carrier then has multiple defenses to prove they weren’t liable, which makes recovery difficult. Cargo Insurance provides protection without having to prove carrier liability. This is particularly important in instances where a loss is attributable to an “Act of God.” The following sample claims illustrate the difference between declaring value and Cargo Insurance:

Description of Loss	Declared Value For Carriage	Cargo Insurance
While a trucker was en route, the truck was struck by lightning. The lightning caused a fire and resulted in a total loss to the cargo.	Even if a value is declared, there would be no automatic right of recovery because the trucker did not act negligently. The loss was considered an “Act of God.”	This type of claim would be paid under “All-Risk” Cargo Insurance coverage.
Several days after an ocean vessel left the port, it ran into heavy weather. A large wave hit the vessel and containers were washed overboard.	“Heavy Weather” is excluded under COGSA. The ocean carrier would deny liability and no payment would be forthcoming.	This type of claim would be covered by “All-Risk” Cargo Insurance as well as WA coverage.

Please contact us for more information about Cargo Insurance.



5150 CANDLEWOOD STREET | SUITE 20B | LAKEWOOD, CA 90712
 PHONE: (562) 461-0676 | FAX: (562) 461-0696 | WWW.EXTRALOGISTICS.COM

FORM C214 2014/11/17

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1-800-497-2286
 Fax: 562-461-0696
 e-mail: info@extralogistics.com
 www.extralogistics.com

- U.S. Customs Bonds: -

Continuous Transaction Bonds vs. ISF Bond and Single Entry Bond

Upon importation of merchandise, an importer assumes certain responsibilities to the U.S. Customs Service: making the goods available for inspection; labeling and packaging requirements; making records of transactions available for inspection; paying estimated, or any additional duties when and where applicable. The U.S. Customs Service is authorized to take bonds to assure the performance of the responsibilities by the importer.

Bonds are a guarantee from the surety company to the United States Government that the importer will faithfully and timely abide by all laws and regulations governing the importation of merchandise into the commerce of the United States. The bond is not designed or intended to protect the importer (rather it protects the people and government of the United States), nor does it relieve the importer of any of their obligations.

The surety company, by bonding the importer, assumes the same duties and responsibilities of the importer. If an importer fails to honor any condition of the bond, the surety can be compelled to do so in their place.

Types of Customs Bonds

Option 1: Continuous Transaction Bonds

Continuous Transaction Bonds (CTB) cover all import transactions at all U.S. ports within one year from the date the bond is approved and effective. This includes 10+2 Importer Security Filing (ISF). They cover 10% of the annual estimated duties for the calendar year.

A CTB shall never be less than \$50,000. Cost is approx. \$600.00

Option 2: ISF Bond and Single Entry Bond

Without a CTB, the importer must purchase both an ISF Bond and a Single Entry Bond (SEB), which covers one import entry. An ISF bond costs a flat fee of \$55. The SEB amount is determined by the commercial value of the goods plus the US Customs duty. The cost of an SEB is calculated at \$3 per \$1,000. Example:

Bond Amount	Divided by	Multiply by the rate	Cost of Bond
\$90,000	1,000	\$7	\$630

*Minimum cost for a single entry bond is \$75.00

*Quota entries and merchandise involving clearance of other government agency, such as FDA and FCC, would require a bond 3-times the entered value plus duty and fees.

Single or Continuous?

The cost of an ISF bond and SEB for a shipment worth \$100,000 will be at a minimum of \$350. Thus, importers who plan on shipping goods valued at more than \$100,000 over a 12-month period should purchase a continuous bond. The cost of ISF bonds and SEBs for 5 shipments is at a minimum of \$400. Thus, importers who plan on shipping more than 5 times over a 12-month period should also purchase a continuous bond.

* Rates may be subject to change – without notice



National Customer Service Center

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Fax: 562-461-0696

e-mail: info@extralogistics.com

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U. S. Customs Clearance - Power of Attorney

All customs brokers are required to have a valid Customs power of attorney on file prior to transacting any Customs business on the behalf of the importer of record.

This instrument allows the broker to transact Customs business only.

The power of attorney must indicate the US tax reporting number for the importer, it must specify if the importer is a corporation, partnership, sole proprietor or an individual. If the importer is a Limited Liability Corporation (LLC) or limited partnership, Customs requires that a copy of the LLC or partnership agreement accompany the power of attorney showing the persons allowed to sign for the corporation/partnership.

If the importer is not a US corporation, a second officer is required to sign the Corporate Certification. Unless an expiration date is shown on the power of attorney, it is good until revoked, except for a partnership, which automatically expires in two years from signing.

Importer of Record (Name): _____

Yes, please forward a Power of Attorney Form to allow Extra Logistics' entry writer to perform U.S. Customs Clearance Services for my International Import Shipments into the United States

No thank you, we already have an assigned US Customs Broker to handle our US Customs Formalities. Please ensure to send all Import related documents to our U.S. Customs Broker:

Name: _____

Telephone: _____

Email: _____