

## **LCL SHIPPING: WHAT YOU NEED TO KNOW AND HOW TO DO IT**

You want a package transported from somewhere in Canada to The Bahamas or The Caribbean. So what do you do first? And what do you need to know to make the process as efficient as possible?

### **LCL CHECKLIST**

- Cargo must be pre-booked. Contact Customer Service or you can book your shipment online at [www.tropical.com](http://www.tropical.com)
- If you want to deliver your cargo you may deliver it to any of our 4 receiving locations in Canada.
- If you want your cargo to be picked up, at the time booking with Customer Service a pickup time will be arranged.
- Cargo should be properly packed to withstand both inland and ocean transportation.
- Recipient's name, final destination and booking number should be clearly and visibly marked on all cargo.
- All paperwork and should be consigned as follows and this format should be used for online orders as well:  
Recipient's name & Destination  
Booking number \_\_\_\_\_  
C/O Tropical Shipping  
Recipients Address
- The number of pieces and cargo description information should be provided on the Shippers Letter of Instruction.
- Please send or deliver the Shipper's Letter of Instruction, packing slip and/or Shipper's Invoices along with the cargo or send to our documentation team.
- If you are shipping hazardous cargo or have additional questions about how to ship your cargo please visit our website at [www.tropical.com](http://www.tropical.com) under shipping guidelines.



**(506) 644-6300**  
**Toll-Free from Canada (866) 767-6576**

**[www.tropical.com](http://www.tropical.com)**

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# **HOW TO SHIP**

## **LCL Cargo (Less than Container Load) From Canada**



*With fast transit and frequent sailings to The Bahamas and The Caribbean, Tropical Shipping is the LCL carrier of choice*

*Whatever your LCL needs, Tropical Shipping can help make the shipping process from Canada smooth and convenient – door-to-port.*

# HOW TO SHIP

## Less than Container Load (LCL) Cargo

*With fast transit and frequent sailings to The Bahamas and The Caribbean, Tropical Shipping is an unrivaled LCL carrier*

Tropical Shipping provides an easy and faster way to ship Less than Container Load (LCL) cargo from Canada to The Bahamas and The Caribbean. With one call we can take care of all your shipping needs except for cargo packaging.

### PRE-BOOK YOUR CARGO

In order to pre-book your cargo please contact Customer Service at 1.866.767.6576 or you can book your shipment online at [www.tropical.com](http://www.tropical.com)

### PACKAGING GUIDELINES

Please make sure to properly package your cargo to safely withstand both inland and ocean transportation. All cargo, especially glass, furniture and other fragile items should be sufficiently protected to prevent damage or exposure to other cargo. All items should be packaged to protect loose or protruding parts. All special handling instructions and directional arrows must be clearly visible on the outside of the packaging. Call or visit our website for additional information on packaging your cargo.

### CUSTOM REQUIREMENTS

Canada Customs now requires exporters to report their shipments prior to cargo being exported from Canada. Please contact your local Customs office or visit [www.cbsa-asfc.gc.ca](http://www.cbsa-asfc.gc.ca) for more information.

If you file via a paper copy, you are required to have it stamped by a Customs officer and then it must be faxed to us at 506.644.6351. If you file your shipment using CAED or summary reporting, please include the proof of report number on your Bill of Lading instructions. Toll-free fax 866.876.7742 or 506.644.6351.

### DELIVER YOUR CARGO TO A RECEIVING STATION

Cargo and documentation must be received by the cut-off times in order to meet our promise of on-time arrivals. Please note that cargo delivery specifications vary by location. Call us at 1.866.767.6576 or visit [www.tropical.com](http://www.tropical.com) to get our receiving location cut-off times.

#### SAINT JOHN, NEW BRUNSWICK

Midland Transport  
114 Bayside Drive, Saint John, New Brunswick,  
E2L 4G7  
Hours of operation: Monday - Friday,  
7:30 - 4:30 AST  
Phone: 506.644.6300 or 866.767.6576

#### TORONTO, ONTARIO

Ryder Container Terminal  
5 West Drive, Brampton, Ontario L6T 4T2  
Phone: 506.644.6300 or 866.767.6576  
Hours: Monday - Friday, 8:00 a.m. - 4:00 p.m. EST

#### MONTREAL, QUEBEC

Ryder Container Terminal  
2555 Dollard Ave., LaSalle, Quebec H8N 3A9  
Phone: 506.644.6300 or 866.767.6576  
Hours: Monday - Friday, 7:00 a.m. - 3:00 p.m. EST

#### VANCOUVER, BRITISH COLUMBIA

Ryder Container Terminal  
1275 Kingsway Ave., Port Coquitlam, British  
Columbia V3C 1S2  
Phone: 506.644.6300 or 866.767.6576  
Hours: Monday - Friday, 8:00 a.m. - 4:00 p.m. PST

### NATIONAL PICKUP SERVICE

- Our National Pickup services for dry, commercial LCL cargo is available to our customers anywhere in the Montreal and Toronto metro areas.
- Appointments should be scheduled 24 hours prior to cut-off:  
Saint John: 506.644.6300  
Toll Free from Canada: 866.767.6576

### DO YOU HAVE INSURANCE FOR YOUR CARGO?

Damaging weather conditions and other common hazards to cargo make insurance an important selection for exporters and importers. Tropical Shipping's marine insurance, underwritten by Seven Seas Insurance Company, offers 'All Risk' coverage, competitive rates and efficient claims processing, making insuring your cargo affordable, convenient and easy.

### CONSOLIDATION

Tropical Shipping is continually looking for ways to minimize our customer's inventory costs and maximize their supply chain. One way we do this is through our Consolidation Services for less-than-container load (LCL) shipments. This personalized service allows our customers to have their shipments combined and shipped together.

### PREFERRED METHODS OF PAYMENT

- *Credit card payments.* Credit card payments can be made at [www.tropical.com](http://www.tropical.com) or by filling out a credit card authorization form. Your account number is required for all payments. You may contact your local Customer Service Representative to obtain your account number. Please send your payment confirmation to your documentation team, to ensure expedited release.
- *Cash or check payments.* Cash payments can be made at any of our receiving locations. Check payments must be made with a certified company check in order for payment to be processed.

- *By credit.* If you wish to apply for credit with Tropical Shipping, please complete a credit application and fax it to 561.840.2874. Credit applications can be found at [www.tropical.com](http://www.tropical.com). Credit, when established, will only apply after your first shipment; therefore, it will be necessary to receive payment before your documentation will be released

Please note that all shipments will require payment before documentation or cargo will be released.

### THIS IS TROPICAL... SHIPPING AT ITS BEST

For more than 45 years, Tropical Shipping has delivered the most reliable and complete cargo transportation services to The Bahamas and The Caribbean. Our customers transport everything imaginable. From small packages to millions of tons of grocery products and building materials, Tropical Shipping can handle it all – in full or less than container load shipments.

### QUESTIONS?

For rates, bookings and information please call our customer service department at 506.644.6300 or toll-free from Canada at 866.767.6576.