

# HOW TO SHIP



## Less Than Container Load (LCL) Cargo From the United States

COMMITTED TO ISLANDLIFE

With the fastest transit and most frequent sailings to The Bahamas and the Caribbean, Tropical Shipping is the LCL carrier of choice.

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

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

You want a package transported from Somewhere in the U.S. to The Bahamas and 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

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

- If you want to pre-book your cargo, contact Customer Service or you can book your own 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 the U.S.
- If you want your cargo to be picked up your shipment must be pre-booked by Customer Service and a pickup time will be arranged.
- Cargo should be properly packed to withstand both inland and ocean transportation.
- Recipient's name, address and final destination 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
  - Receiving location address
  - Recipients Address
- If cargo is pre-booked, please make sure your booking number and contact

information is visible on the cargo packaging and all paperwork.

- 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.
- If your 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.

#### PRE-BOOKING YOUR CARGO

If you would like to pre-book your cargo, please contact Customer Service or you can book your own shipment on-line at [www.tropical.com](http://www.tropical.com)

#### 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 delivered to and combined at one of our South Florida warehouses, by simply providing Tropical with detailed instructions prior to the cargo arriving.

#### PACKAGING GUIDELINES

As the shipper of the cargo, it is your responsibility to safely package the cargo to withstand 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.

#### REFRIGERATED LCL

Refrigerated LCL services are currently available to the following destinations:

- Barbados
- Cayman Islands
- Grand Turk
- Marsh Harbour
- Nassau
- Providenciales
- South Caicos

All refrigerated LCL cargo destined to Barbados, Cayman Islands, Grand Turk, Marsh Harbour, Nassau, Providenciales and South Caicos must be pre-booked and delivered to:

Port of Palm Beach Cold Storage  
200 Dr Martin Luther King Jr. Blvd.  
Riviera Beach, FL 33404  
(561) 863-7171

Receiving hours: 8:00 a.m. - 5:00 p.m.

Please visit our website for additional information about our cargo cut-offs and cargo packaging.

#### NATIONAL PICKUP SERVICE

- Our National Pickup services for dry, commercial LCL cargo is available to our customers anywhere in the continental U.S. We use high-quality LCL trucking partners that provide the fastest transit times.
- Appointments should be scheduled 24 hours in advance: 1-800-US GET IT (1-800-874-3848) or (561) 881-3999.

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SHIPPING  
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## 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 one of the following numbers or visit our website at [www.tropical.com](http://www.tropical.com) to get our receiving location cut-off times.

Miami, Florida  
9505 N.W. 108th Avenue  
Miami, Florida 33178  
(305) 805-PORT (7678)  
Receiving hours: 8:00 a.m. – 4:00 p.m. EST

New Jersey  
1200 Newark Turnpike  
Kearny, New Jersey 07032  
(201) 246-7740  
Receiving hours: 7:30 a.m. – 3:30 p.m. EST

Los Angeles  
1125 E. Pico Blvd., Los Angeles, CA, 90021  
(213) 624 -2691  
Receiving Hours: 10:00 a.m. - 8:00 p.m.

Puerto Rico  
Road 165 KM 2.4 Bldg. # 9  
Guaynabo, PR 00965  
(787) 277-7073  
Receiving Hours: 7:30 a.m. - 4:30 p.m.

## COMPLETE DOCUMENTATION REQUIREMENTS

If you are exporting goods from the U.S. to a foreign country your shipment may require that an Electronic Export Information (EEI) be filed through the Automated Export System (AES). An EEI is required if any commodity in the shipment has a value over \$2500.

If you wish to file your own EEI or have an agent prepare your documentation, we will require the filing citation, in addition to the Master Bill of Lading and/or letter of

instructions prior to sailing. If the shipment is exempt from filing then the proper exemption legend must be provided.

For more information on how you can file an EEI using the Automated Export System (AES), go to [www.aesdirect.gov](http://www.aesdirect.gov). If you would like Tropical Shipping to prepare and submit the EEI electronically on your behalf, please contact us at (561) 881-3999 or visit our website [www.tropical.com](http://www.tropical.com) to fill out a letter of authorization.

## DO YOU HAVE INSURANCE FOR YOUR CARGO?

Damaging weather conditions and other common hazards to cargo make insurance 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.

## OUR PREFERRED METHODS OF PAYMENT

Please contact Customer Service if you need additional information about the methods listed below.

- Credit Card payments. Credit card payments can be made at [www.tropical.com](http://www.tropical.com) or by filling out a credit 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 on our website 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, call

- West Palm Beach (561) 881-3999.
- Miami (305)-805-Port (7678),
- Ft. Lauderdale (954) 748-5777,
- Toll-free (800) 638-TROP (8767) (Outside West Palm Beach, Miami and Ft. Lauderdale)

Or visit our website at [www.tropical.com](http://www.tropical.com).