

# PACKING GUIDE

**Tropical**  
SHIPPING  
COMMITTED TO *ISLANDLIFE*

## Packing Guide Less than Container Load from U.S.

Tropical Shipping is pleased to handle your Less-than-Container Load (LCL) shipments to any of our published destinations. Our receiving hours are Monday through Friday from 8:00 a.m. until 4:00 p.m. EST. We are open through lunch hour to provide you with the delivery flexibility and to keep your day productive.

### IN ORDER TO HAVE YOUR CARGO MOVE THROUGH OUR WAREHOUSE TO ITS FINAL DESTINATION QUICKLY AND EFFICIENTLY:

- Visibly mark all pieces of your shipment with the Consignee's Name, Address and Destination.
- Please note the Consignee's Name and Destination on your delivery trucker's waybill. We must have the destination of your cargo to be able to accept it into our warehouse.
- We have receiving locations in:
  - Miami, Florida
  - Riviera Beach, Florida
  - Kearny, New JerseyPlease note that cargo delivery specifications vary by location. For more information, please select the location that best fits your needs or visit the [Receiving Locations page of tropical.com](#).
- Please properly package your export cargo to safely withstand both inland and ocean transportation. All cargo, especially glass, furniture, and other fragile freight, should be sufficiently protected to prevent damage and exposure to the cargo. All items should

be packaged to protect loose or protruding parts. Your cargo will be safely placed with other cargo in an ocean container for its voyage.

- At time of delivery, your cargo must be on pallets or skids. Loose cargo must be palletized at time of receipt by your delivery carrier. We will provide you with pallets for if needed for an additional fee.
- Please provide your shipping instructions (**Shipper's Letter of Instruction**, Proforma, and/or Shippers invoices) with the cargo on or before the published cut-off for documents (See Documentation and Cargo Cut-Off Information below). Attach instructions to the outside of the freight and not within the cartons.  
  
Please send all documents to us via email at [invoices@tropical.com](mailto:invoices@tropical.com). We require these documents to verify the shipment details and ensure your cargo is cleared and loaded for delivery to the correct destination.
- Hazardous cargo must be clearly marked and labeled according to international shipping regulations. Emergency contact names and phone number must accompany the shipment along with a **Hazardous Material Declaration Statement**.

- Bonded cargo must always travel with validated in-bond. We cannot accept bonded cargo with any discrepancy in documentation.
- We provide **Marine Cargo Insurance** for all shipments unless it is contrary to your written shipment instructions or you have a letter on file declining coverage.
- Please review our Documentation and Cargo Cut-Off Information for:
  - LCL cargo shipped from the US

### QUESTIONS?

#### WEST PALM BEACH

Phone (561) 881-3999

#### MIAMI AREA

Phone (305) 805-7400

#### OUTSIDE WEST PALM BEACH & MIAMI

Phone (800) 638-TROP (8767)

#### EMAIL

[customercare@tropical.com](mailto:customercare@tropical.com)