

Shipmates Worldwide Moving

Step by Step

Relocation Guide *for JET'S 2008*

Dear JET Program Participant,

Thank you for contacting Shipmates Worldwide Moving for your move back home. As a JET you will receive significant price discounts as much as 20% off our Tariff Rates. Our rate sheet for JET's is on the last page of this guide.

It's as EASY as

- 1 Step One: Booking your shipment & Getting Started
- 2 Step Two: Pick up day for your boxes
- 3 Step Three: Export Preparations - What documents we need from you
- 4 Step Four: At the Destination -
How to clear & claim your shipment at the destination



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STEP ONE— BOOKING YOUR SHIPMENT

Once you are ready to proceed and make a booking, contact our office to obtain a Booking Form and packing lists. We can email, fax or mail the Booking Form & packing lists to you. Check with us first to see if the date you wish to have your shipment picked up is available. It is recommended that your shipment be picked up no less than 5 days prior to your departure from Japan.

JET PACK



Upon receipt of your completed Booking Form, your pick up date will be reserved and if you require packing boxes, you may place an order at this time. We will require an initial deposit of Y5,000 prior to sending out boxes. Payment instructions will be sent via email.

Each box will have a label on it that looks something like the picture below. You will be required to write your

1. Your full name 2. Your destination city (do not write an address) 3.Box number

Name: Your name here
Destination: Your destination City
BOX #

Do not write anything else on the label or on your boxes. There is NO need to write the box contents or anything else on the boxes.

Please be sure to fill out your packing lists as you pack.

We will at this time make a booking for your shipment with one of our elected carrier's based on your schedule and departure from Japan. We will inform you of available shipping schedules and arrival dates at the destination. You may select the shipping schedule that best meets your requirements.

Proper Packaging of boxes:

- All items must be inside cardboard boxes or securely wrapped with cardboard or corrugated cardboard.
- Do not over pack boxes and make sure that they are not bulging.
- You are welcome to use your own boxes. However, please make sure the boxes are durable enough and please try to stay away from used boxes that have previously contained any produce items. Please be sure to let our office know if you are using your own boxes.
- If you are uncertain how to package some items, please contact our office or see FAQ's on packing on our website.
- **INSURANCE COVERAGE:** Optional insurance coverage for your shipment is available at a premium rate of 1.3% of the total value of your goods as listed on your packing lists. For example, if the total value of your shipment is JPY500,000, insurance will be $JPY500,000 \times 1.3\% = JPY6,500$. More information on insurance is available on our website under insurance on the FAQ section.

JET PACK



STEP TWO — PICK UP DAY

By now, all of your packing must be completed and all boxes must be sealed, labeled and ready to be picked up. Try to have all of your boxes near your entrance so pick up will go smoothly and quickly.

Your packing lists should now be completed and faxed or emailed to our office, along with a photocopy of your passport (information page), if you haven't already done so.

***Unless otherwise instructed, please DO NOT give any documents to the driver on your pick up day.**

Please remember for our 'JET PACK', we encourage you to assist the driver in loading the truck. There will only be the driver that will attend to your pick up.

Once your boxes are picked up, they will be delivered to the bonded warehouse (1-2 business days) located at the port of departure.

STEP THREE — EXPORT PREPARATIONS

Once your shipment arrives at the bonded warehouse, it will be measured by a Maritime Surveyor. This is usually done on the day your shipment is delivered or the following (business day). Once your shipment is measured, our accounting department will prepare and issue the final invoice for your shipment, which can be faxed, emailed or mailed to you. If these options do not work, we can inform you by telephone the final costs. Please remit payment via bank transfer to the bank account listed on the invoice. If you wish to remit the funds from overseas, there will be an additional Y6,000 surcharge for bank fees charged in Japan. Please note we must honor the measurements from the bonded warehouse as that will be the measurements listed on the bill of lading.

Shipmates will now proceed with Export Customs Clearance for your shipment, prior to the vessel 'cut off date'. Once export customs is cleared, your shipment will be loaded onboard the vessel and your belongings will be on its way to your destination.

****WE MUST HAVE THESE DOCUMENTS IN ORDER TO CLEAR EXPORT CUSTOMS****

1. Photocopy of your passport (information/picture page only) Do not send every page.
2. Travel Itinerary or Ticket Copy for your departure from Japan that has been issued by a travel agent or airline. If you leave Japan before your shipment does, we will need you to fax us your boarding pass stub (from your destination) for your departure from Japan.
3. Completed Packing Lists in English (Must be Legible)

JET PACK



STEP FOUR— SHIPMENT ARRIVAL

Once payment for your shipment has been confirmed and the vessel has departed Japan, we will send you the Bill of Lading for your Shipment. This is the document you will need to clear import customs and claim your shipment your destination.

You will be notified of your shipment arrival around a week to ten days before your shipment arrives at the bonded warehouse.

We recommend that you clear customs **as soon as possible after you receive the arrival notice** from our carrier's agent. You will need to contact the company identified on your Arrival Notice under "Cargo Location" to locate the nearest Customs Office to begin clearing your shipment. There is no fee to clear customs yourself, only your time.

To clear Customs you will need the following documents:

Your Arrival Notice

Your Packing List

Copy of your Passport

Copy of your Bill of Lading

Customs Declaration form is available from the Customs Office (Shipmates Worldwide Moving has customs forms for many countries and can be obtained upon request)

Before you can pick up your shipment, you must of cleared customs and paid the local carrier's agent the destination handling charges (See page 5 for charges). The bonded warehouse will not release your shipment until the above procedures are completed.

Important: Shipments that are not cleared by Customs within TWO weeks from the shipment arrival date are subject to seizure by Government Order, and the shipper will incur significant penalties.

If you had purchased insurance through us, your insurance policy will be mailed to your destination address. In the unlikely event there is the need to file an insurance claim, please file a claim directly with the claims adjuster listed on the insurance policy .

IMPORTANT NOTICE FOR U.K. and EUROPE BOUND SHIPMENTS EFFECTIVE FOR 2007 SHIPPING SCHEDULES.

All shipments entering inbound terminals in Europe **MUST** clear import customs at the port of entry. Example, a shipment going to Manchester, England must be cleared at Port Felixtowe/Southampton prior to inland transport to the destination terminal. Import Clearance **WILL BE** handled by our carrier's agent on your behalf at the destination at additional charge.

Again, this only applies for Europe Bound shipments.

JET PACK ~ SHIPPING RATES 2008

Your Move at a Glance

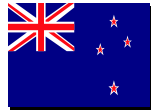
PRICE PER CUBIC METER In Japanese Yen

Destination Port and Terminal Charges



DEST. CITY	0.5 — 1.0 CBM	Additional 0.1 CBM
SYD, MEL, BNE	49,000	3,400
ADELAIDE, FREMANTLE	52,000	3,600

AUD: 170 ~250



DEST. CITY	0.5 — 1.0 CBM	Additional 0.1 CBM
AUK, LYT, WEL	56,000	3,900

NZD: 100



DEST. CITY	0.5 — 1.0 CBM	Additional 0.1 CBM
LON, FLX ,SOU	49,000	3,400
ZONE A	57,000	3,900
ZONE A: Birmingham, Belfast, Leeds, Manchester, Glasgow, Liverpool		

GBP: 60~80



DEST. CITY	0.5 — 1.0 CBM	Additional 0.1 CBM
DUBLIN	61,000	4,700
CORK	68,000	5,400

EUR: 80



DEST. CITY	0.5 — 1.0 CBM	Additional 0.1 CBM
VANCOUVER	49,000	3,600
ZONE A:	60,000	4,800
ZONE A: Calgary, Edmonton, Toronto, Montreal , Winnipeg		

USD: 110



DEST. CITY	0.5 — 1.0 CBM	Additional 0.1 CBM
LA, OAKLAND	49,000	3,500
ZONE A	58,000	4,400
ZONE B	60,000	4,600
ZONE C	63,000	4,800
HONOLULU, HI	78,000	6,400

DDC: USD20.00/ CBM

Doc Fee: USD 75.00/Flat

Terminal Fee: USD 75.00-150.00

ZONE A : Boston, Chicago , Miami, NYC, Portland (OR), San Diego, Seattle

ZONE B : Albuquerque, Atlanta, Austin, Baltimore, Birmingham, Brownsville, Charlotte, Cincinnati, Cleveland, Columbus, Dallas, Dayton, Denver, Des Moines, Detroit, El Paso, Grand Rapids, Hidalgo, Houston, Indianapolis, Kansas City, Laredo, Las Vegas, Little Rock, Louisville, Memphis, Milwaukee, Minneapolis, Mobile, Nashville, New Orleans, Nogales, Norfolk, Oklahoma City, Omaha, Philadelphia, Phoenix, San Antonio, Savannah, Shreveport, St. Louis, Tampa, Toledo, Tucson, Tulsa, Wichita, Wilmington (NC)

ZONE C: Buffalo, Charleston, Chattanooga, Greensboro (NC), Greenville (SC), Huntsville (AL), Jacksonville, Knoxville, Orlando, Pittsburgh, Raleigh, Richmond (VA), Rochester (NY), Salt Lake City, Springfield (MO), Syracuse, D.C.

- For destinations not listed above, please contact our office to obtain rates.
- Prices listed above are for our economy service Door to Port (warehouse) service. Shipments will be terminated at our carrier's bonded warehouse for the listed city.
- Destination terminal/port charges payable to our carrier's agent at the destination is listed on the very right column above. The prices are estimated costs and are subject to change without notice.
- Duties/taxes and fees associated with customs are NOT included in the price. (generally no duties for personal effects)
- Import clearance and delivery of your shipment at the destination is available through us at additional cost.
- Listed prices are based on current market conditions. Changes in international currency rates and other market factors may cause prices to change without notice.

JET PACK ~ SHIPPING RATES—2008

Additional Pick up charge by Location

Hokkaido, Kyushu	8,000 Yen / Per Cubic Meter
Shikoku	5,000 Yen / Per cubic meter
Yamaguchi, Hiroshima, Tottori, Shimane, Okayama, Fukui, Ishikawa, Toyama,	5,000 Yen / Per cubic meter
Niigata, Fukushima, Yamagata, Miyagi, Akita, Iwate, Aomori	5,000 Yen / Per cubic meter
Okinawa and other Islands	ASK
There are no additional pick up charges for areas that are not listed above.	

Storage Rates Prior to Export

USA/CANADA BOUND: 2 weeks FREE prior to export - Additional: JPY 2,500 / per cubic meter / per week

Other Destinations: 3 weeks FREE prior to export / Additional: JPY 2,000 / per cubic meter/ per week

Approximate Transit Times to Destination

USA (Port of Entry)	12 Days	Inland Terminals: 25-30 Days
Canada (Port of Entry)	12 Days	Inland Terminals: 25 Days
Australia	35-45 Days	
New Zealand	45 + Days	
UK	40 Days	
Ireland:	45 +Days	

Weekly Sailings Available For All Destinations Above

Above reflect transit times from time of vessel departure. Add 7-10 Days from time of pick up.
Transit times and shipping schedules are subject to change with our without notice

Pricing Examples

Customer A: One Cubic Meter from Hiroshima to Melbourne, Australia.

Freight:	49,000 Yen
<u>Additional Pick up Charge:</u>	<u>5,000 Yen</u>
Total:	54,000 Yen

Customer B: 1.2 Cubic Meters from Osaka to Los Angeles, CA with 3 weeks storage and Insurance.

Freight:	49,000 Yen	
Additional Freight:	7,000 Yen	(3,500 Yen x 2)
Storage:	3,000 Yen	(2,500 Yen x 1.2 CBM) -- note 2 weeks free
<u>Insurance:</u>	<u>3,250 Yen</u>	(Declared value of goods 250,000 Yen x 1.3%)
Total:	62,250 Yen	