



# Vehicle Shipping Customer Preparation Checklist



www.icargosupport.com



Vehicles are significant items to move. Shipment planning, collecting your documents, preparing your vehicle before tendering it to Island Cargo Support (ICS) — and knowing in advance the origin and destination government regulations are key to making vehicle shipping a hassle free experience. ICS has made this vehicle preparation checklist to help you prepare and communicate the required details necessary to make your vehicle shipment a pleasant experience.

## Customer Checklist

**1. Wash your car — inside and out.** Washing your vehicle minimizes the chance of you unknowingly transporting foreign soils, plants and insects which can cause agriculture quarantine delays and fines at destination.

Done \_\_\_\_\_  
Comments (if any)

**2. Limit Gas Tank to 1/4 or 1/8.** Carriers limit the amount of fuel permitted in your gas tank for safety reasons. Your vehicle will be rejected for transport by ICS if your tank exceeds 1/4 tank, no exception.

Done \_\_\_\_\_  
Comments (if any)

**3. Document Vehicle Condition.** Document and photograph all dents, scratches, discolorations, or other cosmetic issues already existing on the vehicle and submit this information to ICS. Upon receiving vehicle, ICS will also be documenting vehicle condition.

Done \_\_\_\_\_  
Comments (if any)

# Vehicle Shipping

## Customer Preparation Checklist

**4. Gather Vehicle Documents.** ICS is required to submit documentation to multiple government authorities on your behalf when transporting your vehicle overseas. Collect and submit the following paperwork no less than seven (7) days before date of export.

- Original Certificate of Title or certified copy
- Bill of Sale (*if applicable*)
- Vehicle Registration (*if applicable*)
- Copy of your Passport
- Official Lien release letter (*if applicable*)

**Letter must include:**

- Giving you **clear** permission to take vehicle out of the country.
- Vehicle Make, Model, and Year.
- Vehicle Identification Number (VIN).

**5. Mechanical Condition.** Ensure vehicle operates in manner expected. If there are issues or special handling requirements to operate vehicle, be sure to provide them to ICS.

- Make sure battery is fully charged.
- Make sure tires are fully inflated.
- Disable alarm/security systems.
- Resolve or report leaks. Leaks can cause damage to your car, container, or to other vehicles if it is in a shared container.

\_\_\_\_\_  
Comments (if any)

**6. Remove Personal Items.** Do not leave items such as GPS devices, removable stereos, sunglasses, water bottles, or other items not associated with the mechanical operation of the car.

Done

\_\_\_\_\_  
Comments (if any)

 **Acknowledge your diligence in following the Vehicle Preparation Checklist.**

\_\_\_\_\_  
First and Last Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Company Name (*if applicable*)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email