

**Trailer Bridge, Inc.****Southbound Vehicle Shipping Instructions**
Please Read Carefully

1. Vehicles are accepted Monday through Friday from 8:00am to 4:30pm. Due to new Federal Regulations, access to marine terminals is limited; only if you have a TWIC, will you be able to have unescorted access to Trailer Bridge's Blount Island terminal in Jacksonville, FL. If you do not have a TWIC, vehicles will be accepted Monday through Friday from 8:00am to 4:30pm by appointment only. You must call customer service & make an appointment 24 hours in advance, thus an escort could be provided to you. Escorting will be provided during regular business hours, & only 2 people per vehicle will be allowed at Trailer Bridge Marine Terminal. Inspections are only performed Monday through Friday from 8:00 am to 4:30 pm (closed for lunch, noon to 1:00 pm). If you drop off your vehicle during non-business hours, an inspection will be completed the following business day.
2. A Vehicle Dock Receipt, which will be provided to you when you drop off your vehicle, must be completed to include full name of Shipper (sender) and Consignee (receiver), addresses, and phone numbers. Private individuals must provide us their Social Security number. If the vehicle is being shipped on behalf of a company we must have the company's Employer Identification Number (EIN). All pertinent information about the vehicle must be completed as well (ex: last 8 digits of Vehicle Identification Number (VIN), make/model, year, color, number of doors, transmission, and value). If you drop off your vehicle during non-business hours, please supply with all of the above information on a separate piece of paper and a Vehicle Dock Receipt will be filled out for you.
3. Due to new regulations related to SED fillings, The Vehicle Dock Receipt, along with a copy of the title must be submitted to Trailer Bridge by 5:00 pm prior to the day of sailing.
4. You must provide proof of ownership, a copy of the vehicle title. If the vehicle is not owned outright (i.e. it is financed), then you must also have your lender provide a notarized letter granting permission for Trailer Bridge to ship your vehicle to Puerto Rico. If anyone but the person who is named on the title drops off the vehicle, they must also have a notarized letter granting permission to ship.
5. Customer must ensure that vehicle being delivered to Blount Island Marine Terminal for shipment contains no more than one-fourth of gasoline in tank as per **49CFR176.905**. Failure to do so will delay sailing of vehicle and additional storage charges will apply.
6. Please disengage all alarms whenever possible. The motion of the barge may cause the alarm to go off during transit and drain the car battery. Trailer Bridge will not accept liability for any electrical or mechanical problems of the vehicle.
7. **Trailer Bridge will not** notify the consignee upon arrival in San Juan. *Per our sailing schedule, our normal transit time is 6 days and vehicles will be available on the 7th day. It is recommended that the consignee call our Vehicle Shipping Division in San Juan (see phone number below) to verify availability of the vehicle. To expedite your call, please have the last 8 digits of your Vehicle Identification Number (VIN) available when you call.*
8. To pick up vehicle, you must come to Trailer Bridge's San Juan terminal (see hours below) and present a photo ID. If person picking up vehicle does not show as the Consignee (receiver) on the Ocean Bill of Lading, they must present a notarized written release from the Consignee.
9. Trailer Bridge will then supply you with a copy of the Bill of Lading and a Hacienda Inspection. You must take the Bill of Lading and Hacienda Inspection to Arbitrios and pay any applicable taxes. Arbitrios will also ask to see the vehicle title. Arbitrios will give you a Release Sheet (Levante).

Departamento Hacienda

Control de Puertos / Bechara Park

Segarra Street corner San Luis Street

Entering between Wendy's Restaurant and Acura (Honda) San Juan Dealer

Puerto Nuevo, Puerto Rico

Telephones: (787) 783-3010, (787) 774-1297, and (787) 774-1463

Hours: Monday through Friday 7:30 am to 2:30 pm

10. Bring Release Sheet back to Trailer Bridge’s terminal to pick up your vehicle. You will be asked to show your photo ID again.

11. Payment by cashier’s check, money order, American Express (Jax only), MasterCard or Visa must be presented when you drop off vehicle in Jacksonville or when picking up the vehicle in San Juan. **No vehicle will be released from our San Juan Terminal until payment is made. Cash, personal check, or company check are NOT accepted at either location.**

General Rules and Regulations

12. The following is published in our TRBR Freight Tariff No. 200 in regarding to the shipment of vehicles:

Insurance Provisions (Section 1 Item 572)

- Vehicles 5 years old or less are automatically insured for “sound market value”.
- Vehicles older than 5 years are **not** automatically insured. We will provide insurance, upon request, at a rate of \$1.12 per \$100.00 of sound market value.
- All claims must be reported when picking up the vehicle.
- Insurance does not cover denting, marring, chipping, scratching, or atmospheric fall out.
- Trailer Bridge will not accept liability for any electrical and/or mechanical problems of your vehicle.
- A “Delay Clause” excludes any claims of loss caused by delay of delivery. Trailer Bridge will not pay out of pocket expenses related to any delays in the shipment or arrival of a vehicle.
- **Trailer Bridge will not accept Dealer and Privately Owned Vehicles, measuring less then 900 CFT loaded with any personal, non-emergency equipment. If without Trailer Bridge’s knowledge, a Dealer or Privately owned Vehicle is received with any items other than normal emergency equipment (ex: spare tire, jack, first aid kit etc), Shipper / Owner does so at their own risk for loss or damage of the goods.**
- **Vehicles exceeding 900 CFT containing any cargo, which is not emergency equipment, will be charged \$285.00 per piece for the additional cargo. Each piece must be properly manifested by the shipper on the Dock Receipt. The additional cargo will move at the Shipper / Owner own risk for loss or damaged of the goods.**

Detention/Demurrage or Storage (Section 1, Item 504)

- Please see [Freetime/Demurrage in PR at www.trailerbridge.com](http://www.trailerbridge.com) for freetime and charges that will apply when freetime expires.
13. Vehicle Shipping Division phone numbers and hours:
- *San Juan, PR: (787) 774-6370 Monday - Friday 6:50 am - 3:50 pm Lunch 11:50 - 12:50*
 - *Jacksonville, FL: (904) 751-7107 Monday - Friday 8:00 am - 4:30 pm Lunch 12:00 - 1:00*
14. For current rate information, please visit us on line at www.trailerbridge.com or call Customer Service at (800) 727-3859.
15. If you have any other questions, please call Customer Service at (800) 727-3859.
16. Please complete below information and attach to Vehicle Dock Receipt.

I have read and understand the preceding listed terms of shipment.

Signature of Shipper: _____

Date: _____

Print Name: _____

Phone: _____

Social Security #: _____

Trailer Bridge Representative receiving paperwork:

Signature: _____

Date: _____

Print Name: _____
