



## DELIVERY INSTRUCTIONS

### BEAUMONT, TEXAS

 Port of Beaumont Marine Terminal  
1225 Main St., Beaumont, TX,  
PO Box 2297

 1-281-917-5079  
POC: Michael Lawson

 Michael.Lawson@c-pa.com

**Hours of Operation:** Monday to Friday, 8:00am – 4:00pm

### Vehicle Delivery/ Title Processing Paperwork Requirements:

1. All cargo deliveries are to be made on Tuesdays and Fridays ONLY. Cargo delivered on any other day will not be accepted.
2. Appointments should be made 24 hours in advance for **ALL CARGO DELIVERIES!**
  - a. Email confirmation with dock receipt **MUST** be sent to BeaumontOperations@c-pa.com 24 hours in advance or cargo will not be accepted
3. TWIC required for entry into the terminal.
4. Three (3) copies of the Dock Receipt are required (ITN # **MUST BE INCLUDED ON DOCK RECEIPT**)
5. Vehicles will be accepted to terminal without Title.
6. Titles / Documentation **SHOULD NOT** be left inside vehicles, inside glove box, etc. It is against terminal policy to retrieve ANY items from inside vehicles once delivered for liability reasons.
7. Title must be presented to **T. Parker Host - Beaumont** 72hrs before cutoff.

**FREE TIME AT BEAUMONT MARINE TERMINAL IS 30 DAYS.**

### Mandatory Documents for US Customs & Agents:

1. If unit is self-cleared, only Certified Copy of Validated Title and Dock Receipt are required.
2. Original Title
3. Two (2) copies of the Title (FRONT and BACK)
4. If title has a lien, Original Lien release, Reassignments, Repo document are required.
5. One (1) copy of Lien release, reassignments, repo document; if necessary.
6. One (1) copy of Dock Receipt (ITN # **MUST BE INCLUDED ON DOCK RECEIPT**)

7. If a unit is delivered after 1200 hours on Friday, its possible paperwork will not be submitted until the next working day.

T. Parker Host – Beaumont  
Attn: Jerod Barnes  
350 Pint Street – Suite 770  
Beaumont, Texas 77701  
Tel: (409) 225-5387  
Email: SabineOPS@tparkerhost.com

**Handling of keys for locked containers/boxes/trailers/non self-propelled cargo:** With immediate effect, when shipping containers, boxes, trailers, or any non-self-propelled cargo that is required to be locked during while in LGL's custody....

- Customers will be required to include a DUPLICATE SET of keys with the shipment in the event that local port authorities (ie...customs, police, military, etc...) request to inspect the cargo while in transit.
- ORIGINAL keys must be sent to the consignee/receivers.
- LGL will NOT be responsible for lost keys.
- If DUPLICATE KEYS are not included with the shipment, LGL will NOT be responsible for damaged locks or the expense of a locksmith in the event that local authorities request to inspect cargo while in transit.

Please note if a unit is self-cleared that LGL must be sent a copy of the cleared documents and dock receipt to LGL Bookings (bookings@libertymar.com) and LGL Documentation (documentation@libertymar.com).