





DELIVERY INSTRUCTIONS

WILMINGTON, DELAWARE

 Transcargo / Autoport Terminal
170 Pigeon Point Road
New Castle, DE 19720

 1-302-655-1171 and 1-302-654-9670
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Hours of Operation: Monday to Friday, 8:00am-11:45am and 1:00pm-4:00pm

Vehicle Delivery/ Title Processing Paperwork Requirements:

1. Appointments must be made **24 hours in advance** for cargoes that are Tracked units, over 27,000lbs, and over 20' long only.
 - a. **Free time for these types of units is 10 days only at Port of Wilmington.**
2. TWIC is **ONLY** required for deliveries of Break-bulk and Tracked Units that are delivered directly into the port and not to Trans Cargo.
3. Breakbulk units requiring an overhead pick (crane lift) to load and/or exceeding 51,000 Lbs can **ONLY be delivered on Monday, Thursday, or Friday. Appointments required 24 hours in advance.**
4. Vehicles will be accepted to terminal without Title.
5. 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.
6. Title must be presented to **Transcargo** 72hrs before cutoff.
7. Units and all documentation (including validated title copies) must be presented by 1600 hrs. on the cutoff date listed on LGL sailing schedule.
8. Motorhomes and yachts accompanied by a propane tank **MUST** meet the following requirements in order to be accepted by the terminal. **(Non-compliance will result in the unit being cut from loading and additional costs on the shippers account):**
 - a. **Factory new** tanks need to be accompanied by a statement, in English, from OEM/Shipper, stating that the tank is new and has not been exposed to any dangerous substances and therefore declared gas-free.
 - b. **Used** Portable tanks, regardless of previous content, must be accompanied with a certificate stating that the tank has been cleaned and gas-free, to be presented before receiving. **Only a certified service provider can do the cleaning and gas freeing of portable tanks.**

9. After Free Time expires, units on ground will incur storage charges on the below schedule:
 - a. \$3.50 per unit per day for all POVs (self-propelled, forklift, and non-running)
 - b. \$13.50 per unit per day for all High Heavy cargoes (rolling and static)

FREE TIME AT TRANSCARGO / AUTOPORT TERMINAL IS 21 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 of Bill or Sale.
3. Two (2) copies of the Title or Bill of Sale (**FRONT and BACK**).
4. Five (5) copies of Dock Receipt (**ITN # MUST BE INCLUDED ON DOCK RECEIPT**).
5. If title has a lien, an original lien release will be necessary.
6. Two (2) copies of the Lien release, reassignments, repo document; if necessary.

Note for Boat Deliveries:

Boats normally do not need to be cleared by customs; however, customs DOES like to see paperwork. To ensure there are no issues, we strongly suggest submitting a bill of sale for any boat deliveries.

Documentation Requirements for High and Heavy Units:

Please be advised that the Code of Federal Regulations Title 19 part 192 requires the following information to clear for export any cargo that does not require title work in the State of Jurisdiction. Without the following paperwork, the cargo WILL NOT clear for export.

1. Original Notarized Bill of Sale. This bill of sale must include:
 - a. Amount is Paid in full,
 - b. Statement that there are no liens or encumbrances.
2. Letter or internet print out from the DMV of the State of jurisdiction that this type of unit does not require a title.
3. An original letter from the owner certifying that the procurement of the unit was a bona fide transaction, and that the vehicle presented for export is not stolen.

These requirements are listed under 19 CFR Part 192.2.3. iv.

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.