





DELIVERY INSTRUCTIONS

BEAUMONT, TEXAS

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

 1-346-714-4435
Clerks Office

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.
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.**

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 Customer Service (lgldcustomerservice@libertymar.com) and LGL Documentation (lgldocumentation@libertymar.com).