





## DELIVERY INSTRUCTIONS

 **JACKSONVILLE, FLORIDA**  
SSA Marine Jacksonville  
5160 William Mills Street  
Jacksonville, FL 32226

 1 -904-428-5564  
POC: Brenda Brooks and Travis Zittrauer

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Hours of Operation: Monday to Friday, 8:00am – 12:00pm; 1:00pm - 4:00pm

### Vehicle Delivery/ Title Processing Paperwork Requirements:

1. Appointments should be made 24 hours in advance for ALL High Heavy cargo deliveries (this includes deliveries requiring forklift/ crane assistance – Failure to do so could result in a delay to your cargo being received)
  - a. In order to avoid possible delays an appointment is also recommended for POV deliveries.
2. Units will not be accepted without a DOCK RECEIPT presented to the terminal.
3. TWIC is required for entry into the port
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. Titles sent by mail must be addressed to:
  - a. SSA Marine Jacksonville  
5800 William Mills Street  
Jacksonville, FL 32226
7. Units and all documentation (including validated title copies) must be presented by cut-off date listed.
8. Please note customs documents for clearance will NOT be submitted until all cargo under the same ITN has been delivered.
9. 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 SSA TERMINAL IS 21 DAYS

### Mandatory Documents for US Customs & Agents:

1. Three (3) copies of Dock Receipt (ITN # MUST BE INCLUDED ON DOCK RECEIPT).
2. Original Title or Bill of Sale.
3. Two (2) copies of the Title or Bill of Sale (FRONT and BACK).
4. Three (3) copies of the Lien release, reassignments, repo document; if necessary.

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 (lgcustomerservice@libertymar.com) and LGL Documentation (documentation@libertymar.com).