



VEHICLE SHIPMENT CHECKLIST

BOOKING	Bookings must be made a minimum of 24 Hours ahead of expected arrival to ensure adequate preparations have been made
	Have Shipper's & Consignee's contact information readily available when you call (Phone, Email, Alternate Contact Information)
	Have vehicles entire VIN (17 digit Vehicle Identification Number) when you call
	Ensure Registered owner is available to sign our Terms and Conditions. Vehicles will not be shipped without this document
	Ensure vehicle is accurately described prior to arrival
	Schedule an appointment for drop off. Have your preferred date and time on hand
DROP OFF	Arrive at your designated appointment time.
	Bring your Driver's License and the Vehicles Registration with you
	Vehicle must be clean. Vehicles that arrive dirty are difficult to accurately inspect
	A complete set of keys is required for all lockable compartments
	Fuel must be limited to no more than 1/4 of a tank if unleaded or 1/2 a tank of Diesel
	Alarm systems must be disconnected, disabled, or turned off
	Personal Effects must be limited to no more than 250 pounds in the backseat and cargo area only. No visibility must be blocked out of any of the windows. Nothing in the front passenger seat or floor. Driver's seat must be locked in rear-most position. No firearms, flammables, medications *see terms & conditions for full disclosure . Personal effects allowed only between Washington and Alaska. Vehicles arriving not according to these specifications are subject to additional fees. Personal effects sheet must be filled out prior to shipment. *Note Personal items are not insured by Alaska Auto.
	Antennas must be fully retracted or removed
	External Additions must be removed; this includes Moose Bumpers, luggage racks, bike racks, Yakima carriers, winches, brush bars, etc. *Please note additional fees may incur with these items.
	Vehicle is properly winterized for shipment
	Vehicle is Operable. Inoperable vehicles are charged additional fees
	Vehicle is Stock. Modified vehicles such as those with lift kits, camper shells, body kits, ground lighting, etc are rated differently than those without modifications
	Vehicle has more than 6 inches of ground clearance. Vehicles under 6 inches are more difficult to load and are charged the specialty handling fee without exception
	Vehicle is less than 7 feet in height. Vehicles over 7 feet tall require additional preparation and are charged accordingly.
	Vehicle is under 30 years old. Vehicles aged 30 years and older are charged the specialty handling fee without exception
PICK UP	Consignee must arrive with Photo Identification
	Payment is due prior to release of vehicle. Payment methods accepted are: Cash, Credit, Cashier's Checks, Money Orders. Alaska Auto does NOT accept American Express or Personal Checks
	Storage will be charged \$10/a day for vehicles that remain in our yard for more than 7 days
	Vehicles are only release to the consignee listed on the original booking sheet. Changes must be submitted in writing with proof of identification by either the Shipper or Consignee