

# VEHICLE SHIPMENT CHECKLIST

<b>BOOKING</b>	Bookings are recommended 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. Price based on exterior dimensions, please verify
<b>DROP OFF</b>	Bring your Driver's License and the Vehicles Registration with you
	Exterior of the 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 to meet Maritime Regulations. Electric cars must have a minimum of 75% charge
	After Market Alarm systems must be disconnected, disabled, or turned off
	<b>Personal Effects</b> 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 <b>*see terms &amp; conditions for full disclosure. Personal effects allowed only between Washington and Alaska.</b> Vehicles arriving not according to these specifications are subject to additional fees. Personal effects sheet must be filled out prior to shipment. <b>*Note Personal items are not insured by Alaska Auto.</b>
	External Additions can incur an extra fee such as: Moose Bumpers, luggage racks, bike racks, Yakima carriers, winches, brush bars, etc. <b>*Please note additional fees may incur with these items.</b>
	Vehicle is properly winterized for shipment
	Vehicle is Operable as we do not ship inoperable vehicles. If a vehicle becomes inoperable due to a dead battery or low fuel, possible extra charges can occur
	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. <b>** Please verify the height and length of your vehicle is factory dimensions and meets the posted exterior dimensions with the manufacturer.</b>
	Vehicle has more than 6" 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
<b>PICK UP</b>	Consignee must arrive with Photo Identification
	Payment is due prior to release of vehicle. Payment methods accepted: Cash, Cashier's Checks, or Debit. If using a Visa, Mastercard or Discover Card 3% fee added. <b>A 3% customer service fee is applied to all transactions. The service fee will be discounted if paying with cash, certified checks, or a debit card.</b>
	<b>Alaska Auto does NOT accept American Express or Personal Checks</b>
	Storage will be charged \$10/a day for vehicles that remain in our yard for more than 7 days
	Vehicles are only released 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