



## Information Sheet - Transport of moving goods



### Important information about transporting moving goods (air freight)

<b><u>Time of contact</u></b>	At least 2 months before the planned departure (as early as possible) Extremely important - Especially in case of official documents or certifications (embassy) are required for import into the destination country!	
<b><u>Contact details WEM</u></b>	<a href="mailto:info@wem-hamburg.de">info@wem-hamburg.de</a>	or by phone +49 4154 9999 010
<b><u>Packing List</u></b>	Completely filled in packing list (separate - excel) // Information in advance as precisely as possible // The Packing list is the basis for the tender and offer preparation	
<b><u>Transport Insurance</u></b>	The transport is covered by a framework agreement between DÜ/EWDE and Dr. Walter The following information is available on demand <ol style="list-style-type: none"><li>1.) Aidworker information sheet</li><li>2.) Aidworker service description</li><li>3.) Aidworker Complete insurance conditions</li></ol> Further information and contact details for the insurer Dr. Walter on request	
<b><u>Reimbursement (kg)</u></b>	Per adult	max.100kg
	Per child	max. 100kg
	Per child up to 12 years	max. 50kg
<b><u>Service included</u></b> <i>refundable</i>	<ul style="list-style-type: none"><li>o Collection of a completely packed airfreight shipment (acc. to the packing list)</li><li>o Transport to Airport (Origin)</li><li>o Export customs clearance Origin</li><li>o Air freight to destination country</li><li>o Import/Clearing process (destination)</li><li>o Onward transport to final destination</li><li>o Door-To-Door-Delivery</li></ul>	
<b><u>Possible add charges</u></b> if applicable - Documentary proof - as caused - <i>refundable</i>	<ul style="list-style-type: none"><li>o Customs duties, taxes</li><li>o Unforeseeable storage charges at place of dispatch or at destination</li><li>o Unforeseeable storage at the airport</li><li>o Additional volume/weight (if within refundable weight limits)</li><li>o Airport &amp; Airline Fee (if subsequently incurred – documentary proofed)</li></ul>	
<b><u>Additional Services</u></b> <i>non-refundable</i> - booked separately - Invoiced to Aid worker directly - separate Invoice	<ul style="list-style-type: none"><li>o Exemption permit and no-parking zones</li><li>o Delivery of packaging materials</li><li>o Packing and unpacking</li><li>o Disassembly and assembly of the furniture</li><li>o Any craftsman service</li><li>o Additional volume/weight (if exceeding refundable weight limits)</li><li>o Taking back packaging material</li><li>o Transportation of pets</li></ul>	
<b><u>Packing</u></b>	Stable and suitable outer packaging/box (cardboard box - at least 2 layer) Every shipment is checked at the airport for air freight suitability before loading. If necessary consignment will be repackaged or placed on a pallet (TARA) - additional weight possible.	
<b><u>Safety Instructions</u></b> Airfreight	See information sheet attached - current/specific information from the country agent	
<b><u>Customs Regulations</u></b> Info in advance	The respective country regulations with customs import requirements can be found at: <a href="https://www.fidi.org/customs-guides">https://www.fidi.org/customs-guides</a> Once order is placed, you will be contacted by the responsible country agent of the international moving company. They will advise/coordinate about requirements with regard to handling, import processing (customs) and all required documents and certifications needed.	