



## USA TO CANADA IMPORT CHECKLIST Canadian Vehicles Returning Only

Thank you for choosing Oakwood Transport to transport your vehicle from the USA to Canada. To ensure trouble free transportation, please provide us with the following information and paperwork. **You may not save this file but you may enter your information in the appropriate spaces before printing it and faxing it to us.** Prior to faxing us the completed package, please use the check box beside each item below to make sure that you have provided us with all the necessary information and sign your name where applicable. All photocopies must be completely legible. Please include this checklist when returning your package to us.

- Pick-up and delivery form. *(Provided)*
- Agreement of Terms and Conditions of Shipping, signed and dated. *(Provided)*
- Short Form Power of Attorney allowing Oakwood Transport to transport your vehicle and clear it through customs on your behalf. *(Provided)*
- Certificate of Personal Ownership. *(Provided)*
- Credit Card Authorization *(Provided and if applicable)*

### PLEASE PROVIDE PHOTOCOPIES OF THE FOLLOWING DOCUMENTS:

- Vehicle Ownership
- Passport of the person named on the vehicle ownership. *(Picture portion only)*

### PLEASE FAX ALL OF THE ABOVE TO: 519-485-4228

Once your vehicle reaches the Canadian border point, we will "bond" it to the nearest inland Canada Customs office of your choice. If for any reason we are unable to clear the vehicle on your behalf, we will contact you to set up an appointment with you to clear your car at the bond shed.

If you have any questions or concerns regarding the aforementioned procedures, please do not hesitate to contact us.



## PICK UP INFORMATION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_ PHONE NO. [     ] \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

VEHICLE MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_

COLOR \_\_\_\_\_ PLATE NO. \_\_\_\_\_ VIN NO. \_\_\_\_\_

SPECIAL PICK UP INSTRUCTIONS \_\_\_\_\_

\_\_\_\_\_

PREFERRED PICK UP DATE     /     / \_\_\_\_\_

## DELIVERY INFORMATION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ PROVINCE \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE NO. [     ] \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

SPECIAL DELIVERY INSTRUCTIONS \_\_\_\_\_

\_\_\_\_\_

PREFERRED DELIVERY DATE     /     / \_\_\_\_\_



## AGREEMENT OF TERMS AND CONDITIONS OF SHIPPING

This Agreement supersedes all prior written or oral agreements and understandings between Oakwood Transport and the owner/shipper and constitutes the entire agreement between Oakwood Transport and the owner/shipper. This Agreement may not be modified except in writing and when signed by an officer of Oakwood Transport.

**PICK UP AND DELIVERY:** Oakwood Transport always attempts to pick up and deliver your vehicle as close as possible to the specified dates. However Oakwood Transport does not guarantee such dates. Rental of a replacement automobile will be at the expense of the owner/shipper.

In the event that either the pick up or delivery address is inaccessible by Oakwood Transport units and a tow truck is required, all tow charges will be the responsibility of the owner/shipper/receiver and will be in addition to the transport charge. If your vehicle is inoperable, or becomes inoperable during transport and consequently needs pushing to load or unload, 50% will be added to the original rate plus handling charges as required.

**CONDITION OF THE VEHICLE:** Oakwood Transport drivers will complete a visual inspection of the vehicle upon pick up, noting any obvious damage. Please ensure that the vehicle is washed just prior to pick up to aid in this inspection. In the event that the vehicle is not clean and dry enough for an adequate inspection, you will be asked to sign a waiver which will release Oakwood Transport from all responsibility for normally visible surface damage regardless of cause. Upon delivery and prior to signing, you or your agent must inspect the vehicle with the Oakwood Transport driver and make a note of any new damage on the delivery receipt. Unless the damage is described, the vehicle will be considered as received in good condition without exception. **CLAIMS WILL NOT BE HONORED "AFTER THE FACT."**

Oakwood Transport will not be held responsible for the mechanical condition of any vehicle including exhaust assembly, alignment, suspension and engine tuning as it is impossible to accurately determine the condition at the time of pick up. Oakwood Transport will not be held liable should any part break in transit during normal handling regardless of cause.

**YOUR VEHICLE IS COVERED UNDER OAKWOOD TRANSPORT'S INSURANCE (\$500 DEDUCTIBLE) EXCEPT FOR THE FOLLOWING:** damage caused by leaking fluids, battery acids, cooling system anti-freeze solution, industrial fallout or fallout resulting from acts of nature; damage or loss of loose parts or special equipment when not listed on the bill of lading and/or when not properly wrapped and stored so as to prevent loss or damage; damage caused by freezing of the cooling system or batteries where protection from freezing will be the responsibility of and at the expense of the shipper; dead or weak batteries; damage to radio antennas that are extended more than three inches.

**CONTENTS OF THE VEHICLE:** Articles of personal property which are left in the vehicle are the responsibility of the owner/shipper. Under no circumstances should the vehicle include explosives, guns, ammunition, flammable products, alcoholic beverages, food, prescription or non prescription drugs, jewelry, furs, money, live plants or animals or contraband of any type.

Continued...



**BORDER ISSUES:** Due to recent security issues, both United States and Canada Customs and Immigration regulations have become much stricter and border security much tighter. Should your vehicle be detained at the border or refused entry for any reason, Oakwood Transport will immediately call you and do our best to resolve the situation. However, Oakwood Transport cannot be held responsible should customs or immigration determine your vehicle is inadmissible or if your documentation is deemed unsatisfactory and that you will be denied entry. In either event, all customs related charges for wait time, bond fees and for the storage and/or the return of your vehicle to you, will be your responsibility. The original transportation charges are non refundable.

Make sure your vehicle is admissible as is, or can be modified to meet Canadian requirements by checking the Registrar of Imported Vehicle's "List of Vehicles Admissible from the United States" downloadable from their web site at [http://www.riv.ca/english/html/us\\_vehicle\\_admissibility.html](http://www.riv.ca/english/html/us_vehicle_admissibility.html).

During the normal course of crossing the border with your vehicle, all customs paperwork charges including bonds, duties, taxes, after hours charges, etc. are the responsibility of the customer. A one hour maximum is allotted for border clearances. If our truck is delayed at the border due to any illegal or prohibited items found in your vehicle, Oakwood Transport reserves the right to charge \$100.00 per hour for every additional hour we are detained by customs officials. Extra charges will be assessed for services rendered above and beyond these specified terms and conditions:

**PAYMENT:** Payment must be by Visa, Mastercard or certified cheque and is required at the time of the pick up of your vehicle.

**ADDITIONAL CHARGES:** Where extra charges are incurred, they must be paid in full at time of delivery.

**CANCELLATIONS:** No charge will be made for cancellations 48 hours or more before scheduled pick-up. Cancellations within 48 hours will be charged at the full amount.

**CLAIMS:** You must report insurance claims to Oakwood Transport within 24 hours of delivery. Remember there is a \$500.00 deductible for all claims.

I have read, understand and agree to the above terms and conditions.

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SIGNATURE

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PRINT NAME

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DD/MM/YYYY

# SHORT FORM POWER OF ATTORNEY

TO: *Regional Director General, CBSA*

Port of: \_\_\_\_\_

Date: \_\_\_\_\_

*I/We, the undersigned hereby appoint:*

*S. M. Hewitt (Sarnia) Limited  
1555 Venetian Blvd, Suite #11 3<sup>RD</sup> Floor,  
PT. Edward, Ontario N7T 0A9*

*As my true and lawful attorney and agent in the following matter relating to the  
Canada Border Services Agency, limited to a single importation as described below:*

<u>PCS</u>	<u>Description</u>	<u>Value</u>	<u>VIN#</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Exporter Name: \_\_\_\_\_ Country: \_\_\_\_\_

Currency: \_\_\_\_\_ Carrier: \_\_\_\_\_

No. of Pieces: \_\_\_\_\_ Weight: \_\_\_\_\_

Importer Name (owner of car): \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Customs clearance by: *S. M. Hewitt (Sarnia) Limited  
1555 VENETIAN BLVD  
SUITE #11 3<sup>RD</sup> FLOOR  
PT. EDWARD, ONTARIO  
N7T 0A9  
Tel: 519-332-4411  
Fax: 519-332-4650*



## CERTIFICATE OF PERSONAL OWNERSHIP CANADA BORDER SERVICES AGENCY

Please be advised that the following vehicle returning to Canada is my own personal vehicle and bears a Canadian Plate registered in the Province or Territory of \_\_\_\_\_ No. \_\_\_\_\_.

I certify that there have been no repairs/modifications performed on this vehicle.

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

VIN \_\_\_\_\_ \$ Value \_\_\_\_\_ Currency \_\_\_\_\_

Personal Items as indicated below have been packed in this vehicle:

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Have you purchased any goods to be declared at the Canadian border. Yes  No

If yes, provide the following declaration of goods recently purchased in the United States:

Description \_\_\_\_\_ \$ Value \_\_\_\_\_

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Name of Importer \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## CREDIT CARD AUTHORIZATION

I, \_\_\_\_\_ hereby

authorize Oakwood Transport to charge my vehicle transportation fee to my credit card.

VISA       MASTERCARD

CARD NO. \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_

NAME ON CARD \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ AMOUNT OF CHARGE \_\_\_\_\_