

THE EXPORT INVENTORY: PLEASE READ CAREFULLY

A list of all items to be moved must be prepared. This will be a simple item inventory and not a condition inventory. No articles can be omitted. If something does not appear on this inventory, it will be left behind and/or it will **not** – under any condition – be crossed with the rest of the shipment into Mexico. Once the inventory is completed, it must be emailed or fax'd to us (see info above) for translation and formatting. Translation normally takes 24 to 48 hours. We will return the formatted inventory (in Spanish) to the customer who must then take it to the local consulate office in person to get it stamped. Once stamped, copies of the inventory and other documents must be delivered back to us – then the customer will be free to travel.

- 1) First and Foremost - **The inventory MUST be legible.** Number each item beginning with item number '1' and proceed sequentially, use only one inventory number per article. You will have two types of documents – the master inventory list and separate contents inventory sheets - to be attached to the related master inventory pages as needed.
- 2) If you need more writing space than is available on the master list to describe an item or to list multiple contents, use a separate contents inventory sheet for that item# and attach it to the master inventory page. List only ten items per master inventory page. Do not skip any numbers. You may use more than one contents inventory sheet if necessary to list the contents of boxes.
- 3) A complete description of anything electronic or battery powered is absolutely necessary – including appliances, power tools, clock radios and even toys. All electronics should be packed together in as few boxes as possible, noting the make, model and serial number of each one – using a separate contents inventory for boxes of electronics.

Ultimately, the customer is solely responsible for checking and verifying the inventory. This is true even if the mover drafts the inventory list. Be SURE to include any power tools in tool chests, carrying cases or cartons. The customer should even check the final consularized inventory to be sure they have properly stamped and returned ALL OF THE PAGES of the list. If for any reason any electronic device is not properly documented, it will remain at the point of crossing and will not be shipped into Mexico.

- 4) A nominal description is required for packed personal effects - i.e. Clothing, Dishware, Pots and pans, Books, Bedding, etc. **DO NOT USE THE TERM "MISC"**. The entry must be a reasonable description of the contents of the box
- 5) Furniture items need only be listed with a brief description. Don't be TOO vague, but you don't need to be overly descriptive either.- i.e. "overstuffed chair", "double dresser" or "dining table" are sufficient descriptions. Notations of condition aren't necessary; this is just a list of furniture items.
- 6) Electronics (freestanding and both mover and owner packed boxes) and appliances must be listed first on the inventory, then boxes of personal effects, then the furniture.

Shipper Name John E. Smith Order # 050607-Smith Page 1 of 10

Item #	Item	Description or Contents
<u>001</u>	Washing Machine	Maytag, Model EF104-324 Serial# 623-sff-102366 <input type="checkbox"/> Multiple Contents - Contents Inventory attached
<u>002</u>	Dryer	Maytag, Model GC132-366 Serial@ 895-ddf-11023 <input type="checkbox"/> Multiple Contents - Contents Inventory attached
<u>003</u>	Electric Range	Amana, Model 1236-ff-663 Serial# 263-d5s-555 <input type="checkbox"/> Multiple Contents - Contents Inventory attached
<u>004</u>	Microwave Oven	Amana, Model 1sf33-1234 Serial# 523-12f-336 <input type="checkbox"/> Multiple Contents - Contents Inventory attached
<u>005</u>	27" Television	Magnavox, Model 1326-26 Serial# 796FG6639 <input type="checkbox"/> Multiple Contents - Contents Inventory attached
<u>006</u>	19" Television	Phillips, Model SFA132, Serial# SFA336132 <input type="checkbox"/> Multiple Contents - Contents Inventory attached
<u>007</u>	Dish Pack	Dell Mini Tower Desktop Computer Model D653, Serial# D665-33d33 <input type="checkbox"/> Multiple Contents - Contents Inventory attached
008	Dish Pack	<input checked="" type="checkbox"/> Multiple Contents - Contents Inventory attached
009	Dish Pack	<input checked="" type="checkbox"/> Multiple Contents - Contents Inventory attached
010	Dish Pack	<input checked="" type="checkbox"/> Multiple Contents - Contents Inventory attached

ONE item to a line. Begin with item # 001. List 10 items on each page. Attach Contents Inventories as needed

List electronics first, then boxes, then furniture

Make, Model and Serial Number required on ALL electronics – even battery powered toys and tools

Do NOT use the term 'MISC'. All containers must have a description of the general contents within.

Contents Inventory
(ONE ITEM # ONLY ON EACH SHEET)

Shipper John E Smith Order No. 050607-Smith

Item #	Container Type	Contents – .		
008	Dish Pack	Description: Make - Model - Serial Number .		
Use same Item # as master inventory			Clock Radio Vivitar Series XII, Serial# Xyy-135A223	
			35mm SLR Camera Miranda, Lightmaster 120, Serial# LMS-195A2x3 With 50mm lens	
			DVD Player Sony DVD-C3, Serial# 135-1BBA223	
			Digital Camera PixEL Canon Series IX, Serial# CNN-135-SL88 With 70mm lens	
			Computer Printer Canon Colormaster, Serial# RGV-235-1L88	
			END	

CONTINUE ON ANOTHER SHEET IF NECESSARY

Contents Inventory
(ONE ITEM # ONLY ON EACH SHEET)

Shipper John E Smith Order No. 050607-Smith

Item #	Container Type	Contents - .
009	Dish Pack	Description: Make - Model - Serial Number .
Use same Item # as master inventory		Computer Monitor Dell 17" Flatscreen SeriesIV, Serial# Xyy-135A223
		Flatbed Scanner Canon, Copymaster 1200, Serial# LMS-195A2x3
		CD Player Ricoh DVD-C3, Serial# 135-1BBA223
		Record Turntable Standard Gerard, Serial# CNN-135-SL88
		Computer Mouse Avtec Infrared, Serial# RV-1235-1L88
		END

CONTINUE ON ANOTHER SHEET IF NECESSARY

Contents Inventory
(ONE ITEM # ONLY ON EACH SHEET)

Shipper John E Smith Order No. 050607-Smith

Item #	Container Type	Contents – .
010	Dish Pack	Description: Make - Model - Serial Number .
Use same Item # as master inventory		Toaster Oven Amana ChefPoint, Serial# Xyy-135A223
		Automatic Mixer KitchenAide, Series 1200, Serial# FLS-295A2x3
		Automatic Can Opener ChefMagic, Serial# 55-1CBA223
		Automatic Crock Pot Genie, Slo-Cook No Serial#
		END

CONTINUE ON ANOTHER SHEET IF NECESSARY