



Customs Processing Services

## US to Canada Checklist

Sales: 888-418-4029 Ext. 110

Dispatch: 888-418-4029 Ext. 12

Fax: 1-866-603-1132

Customs Processing:

US to Canada: Direct# 480-336-2630

Canada to US: Direct# 480-719-4558

Email: [turbo@turbo-at.com](mailto:turbo@turbo-at.com)

[www.turboautotransport.com](http://www.turboautotransport.com)

License & Bonded MC 558803

**Introduction:** Thank you for choosing Turbo Auto Transport LLP to transport your vehicle and process your customs entry. Please thoroughly read the following information as it greatly assists our Customs Specialist to receive the correct documents and efficiently prepare your vehicle for crossing the border. Any delays caused by missing or incorrect paperwork are the responsibility of the Shipper, which may include additional storage fees, Fedex or UPS fees and additional transport costs. Our Customs Specialist ensures all documents are secured for the vehicle before it heads to the border. Entering Canada customs without the proper paperwork is a \$2000 fine.

### Definitions:

### Entry Types:

1. **Formal:** Permanent import or Canadian Goods Returning (Canadian registered vehicle)
2. **Temporary:** 12 Months or less and Temporary longer than 12 months

AES/72 Hr. Notice required for all US titled vehicles leaving the US longer than 12 months.

### Clearances:

1. **Border:** Vehicle is cleared at the border and delivered to address in Canada
2. **Bonded Warehouse:** Vehicle will be bonded at the border to Canada and brought to the closest bonded warehouse where the importer will self-clear the vehicle with the local CBSA office.

### Instructions to complete checklist

#### Step 1: Print packet

Page 2, select Nature of Move.

Gather all additional documents for Nature of Move.

Review how the Customs entry will be cleared, border or bonded warehouse.

**Step 2:** Use Page 2 as your checklist. Complete all applicable sections on Pages 5-14 in packet. Please send all completed and additional documents at once.

**Step 3:** Scan/Email all documents to [customs@turbo-at.com](mailto:customs@turbo-at.com) or Fax to 1-866-603-1132

This packet also includes additional information that covers detailed information on the cross-border process and instructions on what to do once your vehicle has cross the border.

We feel if we can educate you (shipper/importer) on the process, the communication is more effective and your vehicle can cross the border on schedule. No vehicle will cross the border until the customs documents are complete.

NORTHBOUND ORDER CHECKLIST

SHIPPER/IMPORTER:

DATE:

VEHICLE:

(last 8) VIN:

STEP 1.

NATURE OF MOVE		ADDITIONAL DOCUMENTS REQUIRED				HOW CUSTOMS IS PROCESSED
	Purchase by Individual	* US Title Original in Veh.	Bill of Sale	Recall Report	Passport/DL	Formal process through <b>Broker</b> , cleared upon entry
	Purchase by Dealer, Business	* US Title Original in Veh.	Bill of Sale	Recall Report	GST# or BN#	Formal process through <b>Broker</b> , cleared upon entry
	Canadian moving back with US vehicle \$10,000 value exemption if gone > 1 yr	* US Title Original in Veh.	KBB or Bill of Sale if purchased <1Yr	Recall Report	Passport	* REF NOTES In-Bond (\$150 USD bonding fee) CBSA inspection fee (\$125-160 CAN)
	Immigrating to Canada (US Citizen and Non-US Citizen)	* US Title Original in Veh.	KBB or Bill of Sale if purchased <1Yr	Recall Report	Passport & Immigration Docs	* REF NOTES In-Bond (\$150 USD bonding fee) CBSA inspection fee (\$125-160 CAN)
	Individual on Work Permit, Student VISA Exempt from taxes and duty on vehicles	* US Title Original in Veh.	KBB	Recall Report	Passport Work Permit	* REF NOTES In-Bond (\$150 USD bonding fee) CBSA inspection fee (\$125-160 CAN)
	Seasonal Visitor <12 Months - no import fees must go in-bond	Copy of Title	KBB	Visitor Letter for US CBP	Passport & VISA (if appl)	* REF NOTES In-Bond (\$150 USD bonding fee) CBSA inspection fee (\$125-160 CAN)
	How Long:					
	Canadian Returning Vehicle w/personal items	CAN Regi	KBB	Returning to CAN Letter	Passport	In-Bond (\$150 USD bonding fee) CBSA inspection fee (\$125-160 CAN)
	Canadian Returning Vehicle w/no personal items	CAN Regi	KBB	Returning to CAN Letter	Passport	Broker to clear at border (\$150 CAN) OR In-Bond (\$150 USD Bonding fee)+(CBSA Insp Fee \$150)

KBB = Kelly Blue Book, select Private Value [www.kbb.com](http://www.kbb.com)

\* NOTES

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If there is a lien holder listed on title, need a notarized authorization letter from lien holder.

If name of title is different than importer, need authorization letter from title holder to take vehicle to Canada.

If no title is available due to a loan on the vehicle, title holder must go to DMV, request a notarized screen print of DMV VIN Profile.

Screen print must have the title number on it, as it is required to file AES, 72HR export notice and present to US Customs.

STEP 2. COMPLETE ALL SECTIONS, SIGN AND RETURN WITH ADDITIONAL DOCUMENTS

<input type="checkbox"/>	Cover Sheet	<div><div>FVI - FEES</div><div>SPECIAL NOTES</div></div>	
<input type="checkbox"/>	Booking Order Form		
<input type="checkbox"/>	Signed T&C		
<input type="checkbox"/>	Letter of Authorization POA		
<input type="checkbox"/>	AES Authorization & Vehicle Worksheet (>12months)		
<input type="checkbox"/>	Payment Section		

AES \$50 USD

72HR \$50 USD

Bonding \$150 USD

Formal Entry: \$325

CAD + GST+Duty, RIV

\$295 on vehs 15Yr or newer

STEP 3. SCAN/EMAIL ALL DOCUMENT TO:

[customs@turbo-at.com](mailto:customs@turbo-at.com)

or FAX TOLL FREE: 1-866-603-1132

# PROCESSING YOUR CUSTOMS PAPERWORK & TRANSPORT

## STEP 1 - CUSTOMS

1. Gather documents & process customs
2. Pay applicable GST/Duty/RIV
3. File the entry for approval
4. Entry approved for clearance

## STEP 2 - DISPATCH

1. Dispatch receives driver packet from Customs Processing Department
2. Dispatch schedules the vehicle on the next available slot on truck

## STEP 3 – CROSS BORDER DRIVER

1. Prior to crossing the border, Dispatch contacts Shipper to confirm schedule.
2. Once cleared at the border, Driver calls Shipper to provide delivery time

Importing a vehicle can be challenging if this is your first time. Turbo Auto Transport, LLP does this every day processing over 4000 vehicles per year across the border and will make it as painless and smooth as possible for you.

There are two pieces to a successful move across the border, **CUSTOMS PROCESSING AND TRANSPORT:**

1. **CUSTOMS PROCESSING:** No vehicle will move across the border without the proper documentation being in-hand and processed. Lack of proper paperwork is the biggest problem getting a vehicle across the border on-schedule. Any delays in acquiring customs paperwork can cause delays and storage costs will be the responsibility of the Shipper.

**TITLES** – Original **must** be in the vehicle to cross the border.

**BILL OF SALES** – If a purchase, Original **must** be in the vehicle to cross the border

**RECALL REPORT** – Does not have to be in the vehicle to cross the border but must be provide to RIV to get FORM 2, vehicle inspection form. (reference Recall section or acceptable recall report)

## **US CENSUS BUREAU AND US CUSTOMS EXPORT FEES (Reference AES Worksheets)**

1. An AES is filed with the US Census Bureau on all self-propelled vehicles leaving US longer than 12 months. Fee: \$50 USD  
NOTE: \$10,000 USD fine if not filed
2. 72 HR US Customs Export Notice. AES is required to file with the 72 HR information prior to export. Fee: \$50 USD
3. Optional Bond Fee: If vehicle goes IN-BOND to be cleared by the importer at a bonded warehouse: Bond Fee: \$150 USD

## **CANADIAN CUSTOMS FEE - APPLICABLE CHARGES ARE CALCUALTED AS FOLLOWS in CANADIAN DOLLARS:**

<u>Customs Processing</u>	\$325.00 + GST/HST (Cars not previously imported)	<u>Duty - non NA Vehicles</u>	6.1% + GST (applicable on vehicles manufactured outside of North America)
<u>Customs Processing</u>	\$150.00 + GST/HST (Snowbirds or Canadian returning vehicle)	<u>Single Entry Bond Fee</u>	\$20.00 + GST/HST
<u>Customs Processing</u>	\$150.00 + GST/HST (Boat with trailer)	<u>RIV Form 1</u>	\$295.00 + GST/HST
<u>GST (Goods Service Tax)</u>	5.0% of vehicle value	<u>Administrative Fee</u>	3.25% add to the total transaction amount if paying by credit card
<u>Duty- Air Conditioning</u>	\$100.00 + GST	<u>Green Levy Duty</u>	Duty charge if gas guzzler engine
<u>Form 1 Handling Fee</u>	\$39.00 + GST/HST	<u>PST (Provincial Tax)</u>	7 to 8% if PST charged by the province (paid during registration, not at entry)

If Turbo Auto Transport Customs Processing Service is processing your entry, once the entry has been prepared and fees calculated, our partnered Canadian Customs **BROKER will contact you with payment options**. Customs fees will be paid in CANADIAN DOLLARS. The BROKER will distribute funds to RIV and Transport Canada. Once paid, the BROKER will:

1. Send Shipper a B3 or B15 report, proof of payment invoice.
2. Send FORM 1 to the border so Turbo's driver or assigned can clear the vehicle at the border.
3. RIV will email FORM 2, usually 24-48 hrs after the vehicle crosses the border.

2. **TRANSPORT:** To arrange pick-up of the vehicle in the U.S. and delivery of the vehicle in Canada requires everyone staying on the same page. That includes the seller, dealer or person moving, the buyer or person receiving and Turbo Auto Transport coordinating the paperwork and transport. Getting accurate information up front helps to get the vehicle scheduled. The vehicle can be picked up in the U.S. prior to processing Customs, but it will be held at a border terminal until all Customs paperwork is ready to clear.

**After Delivery:** You will receive the stamped FORM 1 with the vehicle along with the Original Title and Bill of Sale (if applicable) FORM 2 will be emailed by RIV within 72 hours after the vehicle has crossed the border and payment has been made to RIV (this does NOT include WEEKENDS or HOLIDAYS). FORM 2 is REQUIRED for the Federal Inspection. Both Federal and Provincial Inspections and any required modifications are the responsibility of the importer. Federal Inspection can be done at a dealership or Canadian Tire.

Note: If you have not received your FORM 2, please contact RIV @ (888) 848-8240. \*It is an automated system. Once connected press #1 then #3 and then #3 again.

Once inspection is complete, proceed to the Registrar or Insurance Broker. Ensure that you bring all your documents: Original title, Bill of Sale, FORM 1, FORM 2 (if applicable) and the B3 REPORT.



Reference the latest information at: <http://www.riv.ca/RecallClearance.aspx>

## Recall clearance

Recall clearance documents verify that any defects identified by the manufacturer as a potential safety risk to the vehicle's operator, occupants and public at large, have been corrected.

Recall clearance is the responsibility of the importer. The Registrar of Imported Vehicles (RIV) will not release the inspection form for your vehicle until confirmation that there are no outstanding recalls, has been received.

To facilitate the timely release of your vehicle's RIV inspection form and avoid delays or additional expenses, we recommend that you get your recall clearance documents early in the import process. Documents remain valid for 30 days prior to import and you can submit your recall information to RIV before you import the vehicle.

## Acceptable forms of recall clearance documentation

RIV will accept any of the following recall clearance information:

### 1. A letter from the vehicle manufacturer's U.S. or Canadian head office.

The letter must be written on company letterhead clearly stating that there are no outstanding recalls for the vehicle. If the manufacturer's logo does not appear on the letter, it will be rejected. The letter must be dated and signed by an authorized employee of the manufacturer and include their name and title, the vehicle identification number (VIN), year, make and model. RIV routinely forwards a copy of these letters to the manufacturer for authentication.

### 2. A printout from an American or Canadian dealership's vehicle service database.

This document must be produced by an authorized dealer and not a reseller. You can confirm whether or not a dealership is authorized by visiting the manufacturer's web site or by calling their head office and providing them with the dealership's location. The printout must also contain the 17-digit vehicle identification number (VIN), year, make and model, and indicate that there are no outstanding recalls. RIV routinely forwards a copy of these printouts to the manufacturer for authentication.

### 3. Original Equipment Manufacturer's (OEM) web site.

Some manufacturers post their recall information on their public web sites. This recall information will be accepted subject to verification by RIV.

A recall letter can be obtained from these Manufacturers by calling and providing the VIN# and your information. Here are the most popular.

#### LEXUS USA

Phone: 800-255-3987 Option 2  
P.O. Box 2991-Mail Drop L201  
Torrance, CA 90509-2991

#### Toyota USA

Phone: 800-331-4331  
Fax: 310-468-7814  
Mon - Fri, 5:00 am - 6:00 pm PST  
Sat, 7:00 am - 4:00 pm PST

#### Ford Motor Company

PO Box 6248,  
Dearborn, MI 48126  
1-800-392-3673

Additional Manufactures can be found on this website:

<http://www.riv.ca/RecallClearance.aspx>

#### General Motors

Buick: 800-521-7300  
Cadillac: 800-458-8006  
Chevrolet: 800-222-1020  
GMC: 800-462-8782  
HUMMER: 866-486-6376  
Oldsmobile: 800-442-6537  
Pontiac: 800-762-2737  
Saab: 800-955-9007  
Saturn: 800-553-6000



# US to Canada ORDER COVER SHEET

Scan/Email: [turbo-at@turbo-at.com](mailto:turbo-at@turbo-at.com) or FAX # 1-866-603-1132

**Please complete and return with supporting documents**

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

ORDER or QUOTE# \_\_\_\_\_

IMPORTER's NAME: \_\_\_\_\_

Person responsible for customs entry and import fees

IMPORTER's EMAIL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

City, State

City, Province

NATURE OF MOVE (purchase, work permit, immigrant, returning, visitor) \_\_\_\_\_

CUSTOMS PROCESSING: \_\_\_\_\_ If NO, Broker's Name or In-Bond \_\_\_\_\_

Yes/No

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

VIN# \_\_\_\_\_ Air Conditioning \_\_\_\_\_ (yes or no)

Date Manufactured: \_\_\_\_/\_\_\_\_/\_\_\_\_ Engine Size \_\_\_\_\_ Transmission Type \_\_\_\_\_  
On VIN sticker (mo) (year) Liters Automatic/Manual

Canadian Customs fees will be calculated and paid in Canadian dollars.

**CUSTOMS FEES PAYMENT**, please indicate payment type: \_\_\_\_ Credit Card \_\_\_\_ e-transfer \_\_\_\_ Wire

**DEALERS / BUSINESSES:** GST# \_\_\_\_\_ RM \_\_\_\_\_

**RIV: (if applicable):** Please indicate how you want processed: \_\_\_\_ YES, Recall letter included  
\_\_\_\_ NO, I will submit Recall and pay RIV

Once your paperwork has been submitted, a customs representative will contact importer to confirm the order and request more information if something is missing.

**NOTE: If being imported to Canada, AES must be filed and ORIGINAL TITLE and BILL OF SALE (if a purchase) must be in the vehicle BEFORE it can cross the border.**

# Booking Order Form

SALES: 888-418-4029 Ext. 110

FAX: 866-603-1132

DISPATCH: 888-418-4029 X12 & X14



US to CANADA ORDER

EMAIL: [sales@turbogroupllc.com](mailto:sales@turbogroupllc.com)

Turbo Auto Transport, LLP

P.O. Box 1292

Great Falls, MT 59403

888-418-4029 Ext. 107

MC#709759

Turbo Transportation Group, LLC

5001 49th St. SW

Great Falls, MT 59404

888-418-4029 Ext. 102

USDOT#1482475 MC#558803

Today's Date

## PICK UP

Date Ready:

Name:

Address:

City:

State/Prov:

Zip/PC:

Cell Phone:

Home Phone:

Email or Fax:

SELECT ONE:

☐

Terminal

☐

Meet Driver

☐

Address Above

## DELIVERY

If needed by:

Name:

Address:

City:

State/Prov:

Zip/PC:

Cell Phone:

Home Phone:

Email or Fax:

SELECT ONE:

☐

Terminal

☐

Meet Driver

☐

Address Above

**\* DOOR-TO-DOOR DELIVERY:** Due to truck restrictions in residential areas in most major cities, Turbo has setup terminals for convenient pickup and delivery. Door-to-Door delivery to Home address is offered via flatbed at an **extra charge of \$250.**

## TRAILER TYPE:

Select one:

☐

OPEN

☐

ENCLOSED

YEAR	MAKE	Model	VIN NUMBER	Operable (circle)
1				RUNS or INOP
2				RUNS or INOP

Special Instructions: (lift kit, big tires, items with vehicle. Extra items subject to additional cost)

## PAYMENT

☐

Check if billing address is the same as pick up

☐

Check if billing address is the same as delivery

Name and billing address for credit card

Name:

Address:

City:

State/Prov:

Zip/PC:

Phone:

Email or Fax:

Transport: \$ . USD

3% Conv. Fee: \$ . USD

TOTAL: \$ . USD

Credit Card#:

Exp. Date:

Sec Code:

**Cancellation Notice:** All orders cancelled after 72hrs of order being submitted will be charged a **\$175.00** cancellation fee.

### Payment Options Selection:

☐ USD Check, Wire Transfer, Direct Deposit to Stockman Bank or Bank of America

☐ Credit Card, **3% convenience fee** will be added to all credit card transactions, i.e., total amount of transport and customs processing if being paid through Turbo.

By signing, I authorize transport of the above vehicle; agree to the attached terms and conditions, and authorize the listed credit card to be charge for the amount of all fees associated with this contract. Charges cannot be reversed for any reason after services provided.

Signature

## Customer Contract Terms & Conditions – Please read carefully, initial and sign where designated

Terms: Shipper: Person responsible for transporting vehicle  
Broker: Company responsible to transport Shipper's vehicle  
Carrier: Trucking company transporting vehicle

DATE: \_\_\_\_\_

INITIAL: \_\_\_\_\_ \*\*\*Any person who, with intent to defraud or knowing that he/she is facilitating fraud against Turbo Auto Transport, LLP or Turbo Transportation Group, LLC or its insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

INITIAL: \_\_\_\_\_ Shipper is the legal owner of contracted vehicle or has assigned authority to enter into this agreement to transport the vehicle(s) listed.

INITIAL: \_\_\_\_\_ Turbo Auto Transport, LLP or its assigned carrier is licensed to transport vehicles, not personal belongings. We are not responsible for any personal items, stolen personal items or damage caused due to personal items being in the vehicle.

INITIAL:   N/A   \*\*\*\*Cross-border Transport: Any vehicle containing personal items must go in-bond to Canada with items declared on Form B4; vehicles coming into the US personal items must be declared on the Form 3299. Items "not declared" to Turbo Auto Transport at the time of booking the order and on Customs paperwork will be removed from the vehicle prior to crossing the border. Removed items will be packaged and shipped to requested address. A charge of \$250 USD plus shipping will be charge to vehicle owner. As a cross-border Carrier, this causes substantial impact to the carrier's reputation, status with US and Canada Customs and increases clearance time at the border. Shipper causing such delay is subject to delay fees detailed in Item #20 herein.

1. Turbo Auto Transport, LLP agrees to have vehicle(s) described on ORDER FORM shipped on or about the dates requested. Turbo Auto Transport, LLP will designate a reliable carrier (agent) to fulfill the terms and conditions of this agreement. Turbo Auto Transport, LLP or its Agents do not guarantee a specific pickup or delivery date unless "date-specific" fees are agreed to and paid for as part of the agreement. If a local tow company is required for "date specific" pick up or delivery, there is an additional \$250 fee.

**DELIVERY OPTIONS:** Transport trucks will not go into residential areas in major cities where there are truck restrictions, low hanging trees or narrow streets. Shipper must select delivery option: terminal, meet driver or home address, where flatbed fees apply.

2. This order is subject to all terms and conditions and carrier's straight bills of lading, copies of which are available at the office of carrier and are incorporated herein. Turbo Auto Transport, LLP does not guarantee transport by any specific driver/carrier. Rental vehicles charges will NOT be reimbursed.

3. Carrier's responsibility begins when the shipper or his agent signs the bill of lading at pickup, and terminates when the shipper or his agent signs the bill of lading at delivery. Turbo Auto Transport, LLP must be notified, should the shipper be unavailable for pickup or delivery, and his agent must be designated at that time. If a carrier is sent out and vehicle cannot be picked up there will be an additional \$100.00 rescheduling fee.

4. Turbo Auto Transport, LLP hereby notifies shipper that their vehicle will be driven on and off the transporter, or to and from the transporter at the pickup or delivery site. Should the carrier be unable to access site, this does not relieve the consignee from making a reasonable effort to meet the truck at a suitable location.

5. All vehicles to be delivered with a balance due shall be paid in US DOLLARS by CASH, CASHIERS CHECK ONLY (US funds) or CREDIT CARD prior to the vehicle being unloaded from the transport. Should delivery be attempted after attempted notification (3 to 24 hours voice notification to phone numbers provided by shipper) and shipper or his agent does not have proper funds or is unavailable to receive delivery, vehicle(s) will be taken to and left at the nearest terminal at the discretion of the carrier, where shipper will have to retrieve and pay for storage or re-delivery fees.

6. If you are shipping an **inoperable vehicle**, you may be required to help load and unload said vehicle at the discretion of the driver. Should vehicle(s) become inoperable during transport, \$200.00 will be due at time of delivery in addition to any other moneys owed. It is shipper's responsibility to make sure vehicle is in proper working order. Every precaution will be taken to load an inoperable vehicle. However, these are difficult to load and carrier is not responsible for damage on an inoperable vehicle.

7. \*\*\*\*Turbo Auto Transport, LLP or its agents will not knowingly transport vehicles with personal or household items in the passenger or trunk compartment. Federal regulation prohibits Turbo Auto Transport, LLP or its agents from doing so. If such items are shipped, such items become the sole responsibility of the shipper. Should damage occur with your vehicle because of additional items, you may be subject to additional fees at the discretion of Turbo Auto Transport, LLP.

8. Turbo Auto Transport, LLP or its agents will not be responsible for vandalism, acts of God (fire, flooding, hail, sand storm, tornadoes, earthquakes) or objects flying from the road or sky during transport. The shipper maintains their own insurance for these reasons.

9. Shipper is responsible for preparing the vehicle(s) for transport. All loose parts, fragile or protruding accessories, low hanging spoilers or mufflers; fog lights, antennas, etc., must be removed and/or properly secured. Any part(s) that falls off in transit is shipper's responsibility, including damages done by said part to any and all vehicles involved.

10. If vehicle is older than 15 years, shipper must secure their own insurance to cover 100% of any damage or repairs. Shipper is advised to secure insurance for the appraised or purchased value.



11. \*\*\***If damage** should occur, all moneys owed for transport must be paid to initiate a claim. Shipper or his agent MUST inspect vehicle thoroughly upon delivery. Damage must be noted in the proper place on the bill of lading at the time of delivery, and signed by driver and shipper, regardless of weather, or time of day. Signing the bill of lading without any notation of damage verifies that shipper or his agent has received the said vehicle in good condition, and that Turbo Auto Transport, LLP and its agents are relieved of any further responsibility. All damage claims will be processed per Federal Motor Carrier Regulation 49 CFR Part 370.

12. If delivered by an assigned agent, Turbo Auto Transport, LLP and its agents must also be notified of any damage by phone \*\*\*within 24 hours. A claim form will be email/faxed to shipper. Shipper must submit in writing a description of damage, clear pictures, and 2 estimates within 10 days of receipt of said vehicle directly to the designated carrier for any resolution to be initiated. Turbo Auto Transport, LLP will support you in this effort should such a problem occur, but in no way will Turbo Auto Transport, LLP accept responsibility for any negligence of the assigned carrier. If your vehicle is valued at a higher than market rate, we suggest you purchase a special insurance rider.

13. All claims, subrogation, litigation, or legal action shall be subject to the jurisdiction of Cascade County, Great Falls, Montana. Shipper specifically waives any right to judicature of this matter at any other location. Turbo Auto Transport, LLP can only be liable for up to the amount of the deposit if one is taken. Regardless of the situation, Turbo Auto Transport, LLP cannot be held liable for an assigned carrier's damage, liability or negligence. Turbo Auto Transport, LLP will provide carrier's insurance certificate and carrier information should any controversy arise.

14. If you place an order with Turbo Auto Transport, LLP, you have the option to cancel within 72 HRs after placing your order. You will be charged a \$175.00 cancellation fee. If a deposit has been taken, the balance of the deposit will be refunded to you.

15. Turbo Auto Transport, LLP is a licensed and bonded Property Broker under MC#709759. We are responsible for booking the shipment of vehicles with a licensed and insured Motor Carrier, who handles their own damage claims. If damage occurs, it may take a several weeks to process your claim since the drivers must return to their terminals with the original Bill of Lading and condition reports.

16. Turbo Auto Transport, LLP will not be responsible for demurrage (storage & fees) at any Port Facilities. If your vehicle incurs storage due to waiting customs paperwork, or personal paperwork to clear the border, shipper is responsible for storage fees.

17. By either submitting your order online, sending us your order by fax or by email, Turbo Auto Transport, LLP understands you are placing your order and accept the terms and conditions (in lieu of your signature) found here and on Turbo Auto Transport, LLP web site.

18. Customers must make their vehicle available during the transport time, if the vehicle becomes unavailable at any time after the order has been placed and a carrier has been assigned, Turbo Auto Transport, LLP holds right to cancel the order with no refund if a deposit has been paid

19. Neither Turbo Auto Transport, LLP nor its agents shall be responsible for the following:

- Damage to undercarriage, exhaust system, suspension, wheel bearings, tie downs, brakes, alignment, tuning, charging system or battery. (No evaluation is made of these components or systems at pickup location) therefore Turbo Auto Transport, LLP or its agents do not accept responsibility for them.
- Damage not detected at pickup location due to poor weather or lighting conditions.
- Damage to car phones or antenna under any condition (suggests that they be removed before pickup)
- Damage or fines incurred because shipper left personal or household items in vehicle.
- Damage caused by fluids or objects flying up from the roadway, or out of the sky.
- Damage to cloth or vinyl convertible or decorative tops over 2 years old.
- Damage to T-tops, boots, bras, caps, or any other type of canvas covering.
- Damage caused by leaking fluids, such as battery acid, motor oil, transmission fluid, brake fluid, power steering fluid, radiator coolant, or fall out resulting from acts of god.
- Damage caused by freezing of cooling system and/or battery. Make sure your antifreeze is tested to withstand freezing temperatures.
- Damage caused by failure of factory tie-downs or pull through from tie-down holes.
- Damage to or caused by any vehicle that cannot be driven on or off the transport under its own power. (INOPS: Vehicle will not run, or has lost its braking system).
- Missing content, such as vehicle manuals, additional keys, fobs, CDs, etc, not listed on the bill of lading.

20. Cross-border Vehicles: If shipper's vehicle is held up by law enforcement for reasons beyond normal customs clearance, it is not the responsibility of Turbo Auto Transport, LLP to represent shipper. Shipper will be contacted and advised of the situation. All transport and customs clearance cost will be due to Turbo Auto Transport, LLP.

INITIAL: \_\_\_\_\_ Cross-border Vehicles: If shipper miss-represents the contents of their vehicle, or the value they have paid for a vehicle and Customs impounds vehicle until assessed fines, duty and/or taxes are paid, shipper will be charge \$100 USD per hour wait time, due upon delivery of vehicle.

All disputes, claims, subrogation or legal action, the parties consent to venue in the state of Montana, County of Cascade, municipal court.

**A CHANGE FEE OF \$100 USD WILL BE ACCESSED IF A CUSTOMS ENTRY HAS BEEN FILED AND A VEHICLE (VIN) CHANGES TO ANOTHER VEHICLE (DIFFERENT VIN) ON THE LOAD FILED WITH CUSTOMS. NO EXCEPTION.**

PLEASE SIGN, DATE AND SCAN/EMAIL to [turbo-at@turbo-at.com](mailto:turbo-at@turbo-at.com) or FAX TO 866-603-1132

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



## LETTER OF AUTHORIZATION & POWER OF ATTORNEY

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

**Transportation Canada  
US Customs and Border Protection**



5001 49th St. SW  
Great Falls, MT 59404

**Phone: 888-418-4029 Ext. 12**

**To Whom It May Concern:**

I, \_\_\_\_\_, am moving the vehicle(s) below across the US/Canada border and I have authorized Turbo Transportation Group, LLC or their agents to transport via commercial carrier:

From:

To:

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(City/state)

\_\_\_\_\_  
(City/state)

Reason for move: \_\_\_\_\_  
(examples: purchase, personal move, temporary job transfer, vacation, snowbird, student, use next sheet for "returning goods")

I have additionally authorized Turbo Transportation Group, LLC or their agents to act on my behalf clearing the following vehicle(s) through United States and Canadian Customs:

Year: \_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate# \_\_\_\_\_ State/Prov: \_\_\_\_.

VIN# \_\_\_\_\_ (copy of passport, registration/title attached)

### Contact Information:

**Importer:**

**Broker:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

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

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

City, Prov or St. \_\_\_\_\_

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

GST# or BN# \_\_\_\_\_

(Canadian Businesses Only)

Importer or Assigned Authorization Signature:

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(print name)

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## **AUTHORIZATION TO PREPARE AND TRANSMIT ELECTRONIC EXPORT INFORMATION PER Title 15 Code of Federal Regulations VIA AUTOMATED EXPORT SYSTEM (AES)**

**Vehicle Export information must be filed on all used U.S. titled and self-propelled vehicles 72 hours prior to export regardless of destination or value, and ITN (filing citation) along with proof of ownership documentation must be in hand by Carrier or Ultimate Consignee for presentation at the U. S. Port of export.**

I, \_\_\_\_\_ authorize Turbo Auto Transport, LLC to act as authorized agent for export  
(Name of U.S. Principal Party or Canadian Importer)  
control, U.S. Customs, and Census Bureau purposes to transmit such export information electronically that may be required by law or regulation in connection with the exportation or transportation of any goods on behalf of said U.S. Principal Party/Importer in Interest. The U.S. Principal Party/Importer in Interest certifies that necessary and proper documentation to accurately transmit the information electronically is and will be provided to the said Authorized Agent. The U.S. Principal Party/Importer in Interest further understands that civil and criminal penalties may be imposed for making false or fraudulent statements or for the violation of any U.S. laws or regulations on exportation and agrees to be bound by all statements of said authorized agent based upon information or documentation provided by the U.S. Principal Party/Importer in Interest to said authorized agent. Agent is held harmless of any delays or costs incurred by importer due to delays at the border.

Failure to file violations: A failure to file violation occurs if the government discovers that there is no AES record for an export transaction by the applicable period prescribed in § 30.4 of this part. Any AES record filed later than ten (10) calendar days after the due date will also be considered a failure to file regardless of whether the violation was or was not discovered by the government. A civil penalty not to exceed \$10,000 may be imposed for a failure to file violation.

Late filing violations (19 CFR part 192): A late filing violation occurs when an AES record is filed after the applicable period prescribed in § 30.4 of this part. A civil penalty not to exceed \$1,100 for each day of delinquency, but not more than \$10,000 per violation, may be imposed for failure to file timely export information or reports in connection with the exportation or transportation of cargo.

If vehicle on Carrier, I authorized Carrier listed on worksheet to present ITN to U.S. Customs on behalf of Canadian Importer.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Email: \_\_\_\_\_  
(U.S. Principal Party/Ultimate Consignee)

VIN: \_\_\_\_\_

### **INSTRUCTIONS TO COMPLETE AES WORKSHEET** **ALL FIELD ARE MANDATORY UNLESS STATED BELOW**

#### **Section 1 - U.S. Vendor/Dealer/Seller/Owner**

- If you have a U.S. titled vehicle being exported to Canada, complete all information from vehicle's U.S. origination.
- If newly purchased from a dealer, obtain their Federal Tax ID (EIN). All U.S. businesses will have an EIN.
- EIN is not required if the Canadian Importer obtained the vehicle while in the U.S.. Canadian passport# will be required in Section 2. ID.
- Contact: First and Last name required

#### **Section 2 – Canadian Importer (Ultimate Consignee) (all fields mandatory)**

- This is the Canadian individual or business that purchased the vehicle. Complete all fields as they are required for AES. If an individual, passport # is required; if a business, Business Number (GST#) is required.
- Contact: First and Last name required

#### **Section 3 – Port of Export & Import (all fields mandatory)**

- Complete U.S. Port of Export and Canadian port of import.
- If shipping on a carrier, carrier name and SCAC code is mandatory.
- If Canadian Importer is driving, write “self”.
- Date of export must be as accurate as possible. If going through Sumas, WA, it must be exact date.

#### **Section 4 – Vehicle/Shipment (all fields mandatory)**

- Accurate information is key to filing the correct Commodity Code for exported item.

#### **Attachments to SEND for filing AES:**

- **Authorization to file AES & Worksheet**
- **CLEAR Copy of front of title**
- **CLEAR Copy of Importer's passport**

**Upon Completion: Scan/email completed worksheet and attachments to [AES@turbo-at.com](mailto:AES@turbo-at.com)**

# AUTOMATED EXPORT SYSTEM VEHICLE IMPORT WORKSHEET

**FILING TIME: Monday thru Friday, Business Hours (8-5 MST) Phone: 480-336-2694**

Vehicle Export information must be filed on all used U.S. titled and self-propelled vehicles 72 hours prior to export regardless of destination or value. This does NOT include weekends. Please complete ALL information. Failure to complete will delay issuance of ITN and date to cross the border. ITN will be provided once the AES has been filed and approved.  
(If filing is required after business hours, after-hour fees may apply)

**UPON COMPLETION of worksheet and POA, SCAN/EMAIL to [AES@turbo-at.com](mailto:AES@turbo-at.com) or FAX to 1-866-603-1132**

**1. UNITED STATES EXPORT INFORMATION**(Dealer, Seller, Owner):

Business/Individual Name:

**US TAX ID REQUIRED if DEALER PURCHASE: (EIN#)**

Street Address:

Zipcode:

Ph:

**2. ULTIMATE CONSIGNEE INFORMATION** (Importer, Buyer, Owner, Business Name):

Business/Individual Name:

ATTACH PASSPORT

Street Address:

Postal Code:

Ph:

### 3. PORT OF EXPORT & IMPORT

**COULD BE DENIED ENTRY IF DATE IS NOT ACCURATE**

**DATE TO CROSS**

/ /

CARRIER or SELF (bringing across border): CARRIER SCAC CODE:

#### 4. VEHICLE INFORMATION:

ATTACH COPY OF TITLE

YEAR:                      MAKE:                      MODEL:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

STATE OF TITLE:

ENGINE SIZE  
in Liters:

GAS ☐ DIESEL ☐

**5. PAYMENT:** (additional charge to customs processing & import fees)

<input type="checkbox"/>	AES FILING	\$75.00 USD
<input type="checkbox"/>	72 HR ALSO FILED	\$75.00 USD

**Card Number:**

**EXP. Date:**            /            **CVV:**

I authorize Turbo Auto Transport, LLP to use the above stated credit card for AES processing services. This transaction cannot be reversed for any reason.

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

Signature

Date \_\_\_\_\_

## Customer's Acknowledgement for Terminal Pick up

\*\*\*\* Please sign and return with order \*\*\*\*

If you have selected on the order and agreed to pick up your vehicle at a terminal, the customer is fully responsible for current registration/insurance for the vehicle before delivery to a terminal.

- If current registration and insurance is on the vehicle, you are good to go.

If current registration/insurance is not on the vehicle, it cannot be driven in Canada as it is subject to a \$5000 fine. If this is the case, here are your options:

- If your imported vehicle is a purchase from a dealership in the U.S., request the dealership to provide a 30-day temporary registration on the vehicle BEFORE it leaves the dealership. This registration will also be good for Canada. You will still have to secure temporary insurance.
- Obtain current provincial registration or temporary registration and insurance that is compliant with Canadian motor vehicle laws.
- Obtain or bring your own trailer and haul the vehicle to its destination
- Hire a tow company to take from the Terminal or meet the driver. In most major cities in Canada, Turbo can recommend a reputable Tow company upon request. If you have make door delivery on your order form, this will be included in the price of your transport.

**Terminals:** Any Customer refusing to pick up their vehicle due to no registration/insurance at a terminal will be responsible for all storage charges.

### ACKNOWLEDGE:

By signing this document you agree to have your vehicle complaint for driving in Canada and takes full responsibility for repercussions or further expenses.

Print Name: \_\_\_\_\_

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

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



## Bonded Warehouse Instructions and Responsibility for Shipper

Bonded warehouses are run by third-party contractors hired by Canada Customs. They are also known as Sufferance Warehouses. A list of these facilities can be found by Province: website <http://www.cbsa-asfc.gc.ca/import/codes/menu-eng.html>

### MANDATORY for these types of entries to go IN-BOND to bonded warehouse:

- Any person going in under WORK PERMIT or VISA
- Any personal items in a Canadian vehicle returning to Canada
- **See Note \*\*\*\* Pg1 Customer Contract Terms and Conditions**
- Any Canadian going back to Canada temporary with US vehicle
- Canadian moving back to Canada with US vehicle to qualify for \$10,000 value exemption
- Immigrant moving to Canada to qualify for GST/Duty exemption

### Vehicles that cannot go to the bonded warehouse:

- Vehicle titled in a company name (must be imported before crossing the border)
- Dealership vehicles to be re-sold in Canada

### Turbo's procedure

- Turbo will gather the paperwork required to bring a vehicle in-bond depending on the "nature of the move". Please reference Turbo's import checklist for required documents. Upon verifying the paperwork, Turbo will perform its due diligence to make sure there will be no hang-ups at the border. This will be determined by the paperwork provided. All vehicles must be pre-cleared by Turbo before putting in-bond. If full disclosure is not provided the vehicle may be unloaded at the border.
- Turbo carries a \$25,000 bond to ensure the vehicle is secure from the time it enters Canada until it is delivered to the bonded facility. Driver cannot make any contact with the Shipper while the vehicle in-transit in Canada.
- Turbo charges a **\$150 USD bond processing fee** to gather the paperwork and cover bonding fees.
- Turbo will contact the person clearing the vehicle the day before the vehicle is scheduled to go to the bonded warehouse to ensure they are available to pick up the vehicle within 24 hours after delivery. After the first 24 hrs, warehouse fees accumulate at **\$160 CAD per DAY**. If not available, vehicle will stay in secure storage and storage fees apply.

### Customer's procedure

- Importer clearing the vehicle is responsible for all fees and storage charges at the bonded warehouse. All warehouses will charge a Customs Inspection fee of **\$160 CAD** before the vehicle is released.
- Once the vehicle is delivered to the bonded warehouse, the customer will receive another phone call to ensure they know the vehicle is there. If importer cannot be reached, voicemails will be left and emails sent. Reminder, importer clearing the vehicle is responsible for all fees and storage charges.
- Importer must bring all applicable paperwork with them to clear with Canada Customs and to pick up vehicle at warehouse.
  - Copy of registration & insurance (if work-visa or returning goods)
  - Copy of passport of owner on registration
  - Copy of Work Permit or VISA (if applicable)
  - Documented value of vehicle (copy of bill of sale or Kelly Blue Book Private value).
  - Recall report if newer than 15 years. This is required to get FORM 2, along with RIV payment.
- Warehouse will provide instructions to the custom office and what paperwork will need to be completed before the vehicle is released. Clearance can take 1-3 hours depending city and CBSA office.
- Importer is responsible for licensing or permits and insurance on the vehicle. If purchased from a dealership, we recommend getting 30-day temporary plate before it leaves the dealership in the US.

If Importer cannot make it to the warehouse, they can provide power of attorney for someone else to pick up their vehicle. Contact the bonded warehouse for instructions. If this is not an option and vehicle is in Canada, the vehicle will be taken to secure storage at the U.S. location, storage fees apply.

**Customer understands a final inspection cannot be done on the vehicle if delivered to a bonded warehouse and Turbo Auto Transport, LLP/Turbo Auto Express, LLC is released of any damage liability after delivery to the warehouse. Current condition of the vehicle will be identified on the Bill-of-Lading/Inspection sheet left with the vehicle.**

**Customer understands fees charge by Canada Customs or their Representative are the responsibility of the person accepting and clearing the vehicle at the bonded warehouse. If they cannot make it to the warehouse, they can provide power of attorney for someone else to pick up their vehicle. Contact the bonded warehouse for instructions.**

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Canadian Vehicle Returning to Canada (Returning Goods)

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

Name: \_\_\_\_\_

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

City/Prov/Postal: \_\_\_\_\_

Phone: \_\_\_\_\_/cell: \_\_\_\_\_

## To Whom it may concern:

Re: Transport of Vehicle (Year) \_\_\_\_\_ (Make) \_\_\_\_\_ (Model) \_\_\_\_\_

VIN# \_\_\_\_\_

The above is a Canadian Vehicle registered in \_\_\_\_\_ (Prov) Canada and is owned by \_\_\_\_\_. I am transporting the vehicle back to Canada and authorize \_\_\_\_\_ (carrier) to transport.

The estimated value of this vehicle is \$ \_\_\_\_\_ CAD

No modifications have been made to this vehicle.

Sincerely,

\_\_\_\_\_

## ATTACHED:

1. CANADIAN REGISTRATION
2. PASSORT