

## SHIPMENT BRIEF

### Contact Complete Marine Freight:

- Tell us about your boat – where is she currently and where is she going!
- Your cradling requirements will be discussed.
- The logistics will be reviewed – collection and delivery points.
- Options available by road, sea and air will be considered and our team will supply you with the best quote for the safe and timely transport of your boat.
- You will receive our quote complete with approximate loading and lifting dates.

### If you accept our quote and proposed dates:

- We start the process of transporting your boat.
- Paperwork will need to be completed:
  - Documents we will require include copies of bill of sale/sales invoice, registration documents and proof of VAT.
  - We organize the "Booking Note" and "Bill of Lading"
  - We may request that you provide proof of insurance, depending on the case.
  - Customs formalities will be organized.
- An invoice will be issued to you and payment is required prior to shipping.

### Shipment:

- Your boat will be lifted from water/truck to ship/cradle.
- Your boat departs for transport.
- We supply you an estimated time of arrival and destination port.
- Customs is cleared in arrival port.
- Your boat is offloaded from ship/cradle.
- Your boat is collected by you or your representative.
- You have now successfully completed the shipping of your boat!

## PRELOADING

### Preparation of the boat

The basic principal is to prepare your boat as if going out to sea by making her as secure and light as possible.

Remember – Remove, Secure and Lock:

- Remove any furnishings and personal items from the boat. We can make arrangements for these to be shipped separately.
- Secure any loose items, in or on the boat, which could come loose while she is in transit.
- Lock all of the hatches, doors, lockers and port lights. Take keys with you or make arrangements to leave them with the loadmaster or captain.

## DAY OF LOADING

### Lifting, Cradling and Lashing

According to your booking, either you or your representative will be required to deliver the boat for lifting.

- If arriving by water, you should contact your CMF rep to confirm the location of the ship/berth and the position.
- Once alongside the quay/ship, lifting gear will be positioned over the boat, the loadmaster will board and the diver will enter the water. As a team they will work to coordinate the correct positioning and slinging on the boat.
- When everyone feels satisfied that the boat is properly secured, she will be lifted from the water and lowered onto the cradle. Any final adjustments will be made before she is fully released from the crane.

The boat will then be lashed to the cradle using key lashing points such as cleats, winches, windlasses, etc. There will be no more strains than those that occur during normal use of your boat when she is moored/anchored. However, it is advisable to check that these fittings are strong prior to transport.

### Handing over your boat

Once she is settled and secured to the cradle, make sure all fenders and warps are placed aboard and secured properly.

- If there have been any damages resulting from the loading operation, please ensure that it is reported and photographed accordingly.
- Leave the keys of the boat with the captain or your CMF rep, or if you are collecting the boat at the destination personally, take the keys with you.
- Do not leave the keys onboard your boat.

Once the ship has departed, you will receive an estimated time of arrival. However, due to uncontrollable events such as weather, your shipment can be delayed. We will work to keep you updated as often as possible to minimize any inconveniences.

## ON ARRIVAL AT DESTINATION

### Collecting your boat

If you have asked for us to arrange collection from the ship, then relax as CMF will handle it all for you!

- We coordinate with the skipper/haulier to guarantee a smooth and secure off-load.
- We make arrangements for the removal of the cover and cradle.
- We inspect the boat for any damages.
- We can arrange the survey in the case that one has not been requested.

If you are personally collecting the boat, you or your representative would be responsible for these duties. Please remember charges can apply if you leave your cradle and covers on-site or around the port.

