

# Instructions for filling the DOCK RECEIPT form

Before you schedule a pickup for your goods you must:

1. Complete the DOCK RECEIPT form online
2. Submit it to us online (edit and resubmit if any errors in your records appears)
3. Print at least two copies of the DOCK RECEIPT (one for a carrier, second for your records), which will be available in a link sent to you.
4. Fill out missing fields, if any, undersign and hand one copy to an authorized warehouseman or to the driver picking up your freight.
5. Use the bottom or backside of your copy of the document to obtain proofs of acceptance of your freight by the carrier into their possession in writing, including confirmation of description of the freight, number of pieces, name and signature of authorized representative of the carrier or driver.

The DOCK RECEIPT is used by carriers as evidence that your freight was, in fact, received by the carrier for shipment. If your freight is picked up at your door, the inland carrier provides the DOCK RECEIPT to the Freight Forwarder as evidence that satisfactory delivery has been completed. Always keep your copy of DOCK RECEIPT until shipment is complete.

We must receive the completed DOCK RECEIPT from you.

Please use the electronic form and email it to [info@universalrelocations.com](mailto:info@universalrelocations.com)

Without a DOCK RECEIPT your freight will not be accepted for the international shipment.

All fields with the red asterisk (\*) are required and must be filled.

**BOOKING#\*** - Insert the BOOKING NUMBER from your DOCK RECEIPT or our file with shipping instructions.

**REF#\*** - Insert the REFERENCE NUMBER from your DOCK RECEIPT or our file with shipping instructions.

**EXPORTER** - The person shipping the freight.

**NAME\*** - Name of the person shipping the freight.

**COMPANY** (optional) - Name of the company shipping the freight.

**STREET ADDRESS\*** - Complete street address of origin.

**CITY\***, **STATE** (if needed), **ZIP** (if needed) - Complete town/city information of origin.

**COUNTRY\*** - Country of origin.

**PHONE\*/FAX** - Contact phone/fax of exporter.

**E-mail\*** - Insert primary exporter e-mail address. PLEASE NOTE, an incorrect e-mail will not allow you to get the form. Your shipment will not be processed until we are received complete shipping docs from you.

**CONSIGNEE** - The person receiving the freight.

**NAME\*** - Name of the person receiving the freight.

**COMPANY** (optional) - Name of the company receiving the freight.

**STREET ADDRESS\*** - Complete street address of destination.

**CITY\***, **STATE** (if needed), **ZIP** (if needed) - Complete town/city information of destination.

**COUNTRY\*** - Country of destination.

**PHONE\*/FAX** - Contact phone/fax of consignee.

**E-mail** - Insert primary consignee e-mail address. Highly recommended. PLEASE NOTE, default or incorrect consignee e-mail would not allow us properly manage your freight at a destination.

**NOTIFY PARTY** - The party other than the consignee to be advised of the arrival of the goods.

**NAME** - Name of the person receiving the freight.

**COMPANY** (optional) - Name of the company receiving the freight.

**STREET ADDRESS** - Complete street address of destination.

**CITY, STATE** (if needed), **ZIP** (if needed) - Complete town/city information of destination.

**COUNTRY** - Country of destination.

**PHONE/FAX** - Contact phone/fax of consignee.

**E-mail** - Insert primary consignee e-mail address. Highly recommended. PLEASE NOTE, default or incorrect consignee e-mail would not allow us properly manage your freight at a destination.

**Pre-carriage By** - filled by Universal Relocations if required.

**Place of Receipt** - filled by Universal Relocations if required.

**Exporting Carrier** - filled by Universal Relocations if required.

**Loading Pier/Terminal** - filled by Universal Relocations if required.

**Port of Discharge** - filled by Universal Relocations if required.

**Port of Loading** - filled by Universal Relocations if required.

**Export Reference** - filled by Universal Relocations if required.

**Forwarding Agent** - filled by Universal Relocations if required.

**Point and country of origin of goods** - filled by Universal Relocations if required.

**Domestic routing/Export instructions** - filled by Universal Relocations if required.

**Type of Move** - filled by Universal Relocations if required.

**Marks and Numbers\*** - filled by Universal Relocations if required. However, contact us immediately in event if the information is incorrect!

**Pieces\*** - filled by Universal Relocations if required. However, contact us immediately in event if the information is incorrect!

**Description of packages and goods\*** - filled by Universal Relocations if required. However, contact us immediately in the event that the information is incorrect!

**Gross Weight** (optional) - if you experience difficulties, will be filled in by carrier. Subject to qualification.

**Measurements** (optional) - if you experience difficulties, will be filled in by carrier. Subject to qualification.

**THE BOTTOM PART OF THE PAGE IS FOR THE CARRIER'S USAGE**