

De La Selva, S.A.

TRANSELVA

5a Calle Poniente No. 12, San Juan del Obispo
03001 Antigua Guatemala, Guatemala, C.A.
Tel: +502 7832 5619 * Fax: +502 7832 6924
E-mail: transelva@delaselva.com

DATE:
BOOKING NO.:
SHIPPING DATE:

Please complete the following details and return this form by e-mail. All details should be completed to ensure a smooth transition.

NAME:	CONSIGNEE NAME:
ADDRESS IN GUATEMALA:	DESTINATION ADDRESS:
HOME TEL. No.	HOME TEL. No.
WORK TEL. No.	WORK TEL. No.
E-MAIL:	E-MAIL:
PERIOD OF TIME LIVING IN GUATEMALA: START:	DATE OF ARRIVAL AT DESTINATION:
END:	LEAVE BLANK IF GOODS OUGHT TO BE HELD UNTIL YOUR ARRIVAL.

PAYMENT AND SERVICE TYPE CONFIRMATION

Please type an "X" where applicable.

DOOR TO DOOR:	OUR WAREHOUSE TO DOOR:
PAYMENT METHODS	
CASH:	BANK DEPOSIT (our account in Guatemala):
CHECK:	

INSURANCE REQUIRED

YES	NO
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If you request insurance coverage, please fill in the transit insurance form.

I hereby declare that the above information is true and correct, and I confirm that I have read and understood the following terms and conditions with regards to the shipment of my personal effects.

Signature: _____

Date: _____

Main Office : De La Selva, S.A. - Guatemala
5a Calle Poniente No. 12, San Juan del Obispo
03001 Antigua Guatemala, Guatemala, C.A.
Tel: +502 7832 5619 * Fax: +502 7832 6924
E-mail: transelva@delaselva.com

European Office : De La Selva - Europe
Høvevej 13 , DK - 4261 Dalmose,
Denmark
Tel: +45 5818 4040 Fax: +45 5818 4041
E-mail: euoffice@delaselva.com

TERMS AND CONDITIONS

These Conditions explain your rights, obligations and responsibilities and those of De La Selva. S.A
Where we use the word 'you' or 'your' it means the customer; 'we', 'us' or 'our' means De La Selva S.A.

IMPORTANT: Please read carefully

- All business undertaken is subject to these Terms and Conditions.
- Our quotation includes transport of your personal effects by sea transport and custom clearance.
- Quotation is valid for 15 days only.
- Destination contact details must be provided at the time of booking.
- If you have entered a date of your arrival at destination above, your goods will be held at our warehouse in Denmark until this date (maximum 2 months without extra charge).
- All charges must be paid in advance on delivery of goods to our warehouse in Guatemala.
- We will not be responsible for loss or damage to goods during transport. This will be covered only by requestion insurance.
- We always engage an international transport operator (shipping company, or courier), to convey your goods to the port or place of destination, we do so on your behalf and subject to the terms and conditions set out by that carrier.
- We will not be liable for delays in transit less than 30 days from stated in this contract.
- We have the full right to choose the route for delivery.
- This contract is subject to the law of the country in which the office of the company issuing this contract is situated.
- You must provide us with a packing list of your goods (inventory), which will be accepted as accurate.
- If you make your own arrangements to collect the goods from our warehouse in Denmark, our liability will cease upon handing over the goods.

I hereby declare that:

- All goods were personally packed by me and have been in my constant possession since packing.
- No goods have been added to the consignment by any other person, nor are any goods being carried on behalf of any other person.
- I have declared to De La Selva S.A. the value of the goods being moved.
- I have packed all items adequately to sea transport.
- I have prepared adequately and stabilized all appliances or electronic equipment prior to their removal.
- I have declared all ELECTRICAL ITEMS on the packing list.
- My consignment contains personal effects only and NO goods of hazardous nature, nor any explosives, corrosives, firearms of any description, ammunition, stolen goods, prohibited substances or drugs.
- I have my self done the sealing of my packages.
- Insurance has been offered to me and it has been my decision to accept or decline.
- I have provided De La Selva S.A. with a contact address for correspondence during removal transit of goods.
- I declare that all goods to be moved are of my own property.

Signature: _____

Date: _____