



PERSONAL EFFECTS ACKNOWLEDGEMENT

Thank you for choosing DGX - Dependable Global Express, Inc. (DGX) to fulfill your shipping needs. To get started, there are a few guidelines to go by, and terms you need to be aware of before doing business with us.

As a freight company, we base our rates on the amount of cargo we put into a closed 40' container. The size of your shipment will determine your rate. Knowing that not everybody has an industrial scale or tape measure, we can offer a few simple steps to making the whole process go smoothly and correctly.

Shipment Procedures / Advice

- Your belongings will need to be packaged correctly. Your freight cannot be exposed, duct-taped together or sitting on the ground. The boxes / packaging you use should be sturdy and able to support the weight of the contents you put in it.
- A forklift and/or pallet jack will be used to load your shipment, therefore freight will need to be boxed, palletized and/or crated.
- Each box or article must be labeled with a DGX Booking number (call 1-888-488-488 to obtain a booking number) an address and return address, contact name and phone number. If multiple boxes are being shipped, please number them (e.g. 1 of 3, 2 of 3, and 3 of 3).
- If we are picking up your shipment, freight needs to be accessible from the street (no gravel driveways or dirt access and must be level, no inclines or slopes).
- A DGX Bill of Lading must be completed (can be located at the forms section of our website at www.dgxglobal.com). Be sure to include your name, address, phone number, consignee's destination phone number, piece count and approximate weight.
- When tendering your shipment, we must receive an itemized list, Packing List Declaration, for each box contents (by box as numbered) and the items approximate cost. The Packing List Declaration can be downloaded from our website at www.dgxglobal.com.
- For accurate quoting purposes, the weight and dimensions (length by width by height in inches per piece) would need to be provided at time of quote. If using a pallet, it must be included in your dimensions. The weight and dimensions will be verified once in our hands, as actual weight and dimensions will be used to determine your final shipping costs, and may be different from what was quoted originally.
- Freight charges must be paid prior to shipping at the time the freight is delivered to/or picked up by us. Charges must be paid with cash, cashier's check, American Express, Visa, or MasterCard. **NO PERSONAL CHECKS WILL BE ACCEPTED.** (There is a 3% convenience fee applied, in addition to the amount of your billing, should you choose to pay your invoice by credit card.



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Pricing

Pricing will vary based on origin and destination points and volume of cargo being shipped. You can easily measure your shipment at home to estimate your shipping cost. Each item should have 3 measurements (Length, Width, and Height). Measure the length, width and height in inches, and multiply it, then divide by 1728 to get your Cubic Feet Volume.

For Example: 48" X 40" X 30" = 57600 / 1728 = 33.33cbf). 35 CBF equals 1 Cubic Meter (CBM), or 2000 lbs. equals 1 CBM, and whichever results in higher CBM - will be the basis for charges.

Release Value

A release value of \$0.10 (ten cents) per pound will apply. Acknowledgement of this will be required by signing the document below, prior to the freight sailing. A complete version of our Terms & Conditions of Carriage can be accessed on our website at www.dgxglobal.com at the Policy page.

Acknowledgment

This document needs to be read and signed by you before we can load your shipment. By following these steps and understanding our policies, we (you and us together) can eliminate most of the problems that occur when shipping Personal Effects/Household Goods. The more accurate and complete the information is, the less room for interruption in your shipping process.

I have read the above, been given the opportunity to ask questions, considered its effects, understand its content, and agree to the terms as stated above.

Print Name

Signature

Date