

LCL SHIPPING:  
WHAT YOU NEED  
TO KNOW AND DO

You want a package transported from somewhere in the U.S. to The Bahamas and The Caribbean. So what do you do first? And what do you need to know to make the process as efficient as possible?

LCL CHECKLIST

- Cargo should be self-standing and export packaged
- Consignee name, address and destination should be clearly and visibly marked on all cargo
- Inland waybills should be consigned as follows:

Consigneee name

Destination booking number\_\_\_\_\_

C/O Tropical Shipping

Consignee address
- If cargo is pre-booked, please affix your booking number to both the cargo packaging and inland waybill
- Shipper & contact information should be visibly displayed
- Piece count and weight description information should be provided
- Hazardous cargo must be delivered with a Hazardous Material Declaration statement accompanied by an emergency contact name and phone number
- Please send shipping instructions (Shipper’s Letter of Instruction, Performa and/or Shipper’s Invoices) along with cargo by noon day prior to sailing



**www.tropical.com**

**West Palm Beach (561) 881-3900**  
**Miami (305) 805-7400**  
**Toll Free (800) 367-6200**  
(Excluding West Palm Beach and Miami)

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HOW  
TO  
SHIP

LCL Cargo  
(Less than Container Load)



*With the fastest transit  
and most frequent sailings  
to The Bahamas and  
The Caribbean,  
Tropical Shipping is the  
LCL carrier of choice.*

*Whatever your  
LCL needs,  
Tropical Shipping  
can help make  
the shipping process  
smooth and  
convenient –  
door-to-port.*

# HOW TO SHIP

## Less than Container Load (LCL) Cargo

*With the fastest transit and most frequent sailings to The Bahamas and The Caribbean, Tropical Shipping is an unrivaled LCL carrier.*

Tropical Shipping provides a smarter and faster way to ship Less than Container Load (LCL) cargo from the United States to The Bahamas and The Caribbean. With one call from you, we can take care of cargo pickup, documentation, transportation – everything except for cargo packaging. That’s our customers’ responsibility.

### PACKAGING GUIDELINES

As the shipper of the cargo, it is your responsibility to safely package the cargo to withstand inland and ocean transportation. All cargo, especially glass, furniture and other fragile items should be sufficiently protected to prevent damage or exposure to other cargo. All items should be packaged to protect loose or protruding parts. All special handling instructions and directional arrows must be clearly visible on the outside of the packaging. Call or visit our web site for additional information on packaging your cargo.

### COMPLETE DOCUMENTATION REQUIREMENTS

If you are exporting goods from the U.S. and your shipment is valued over \$2,500, you are required to file a Shipper Export Declaration (SED). A separate SED filing is required for All export shipments valued over \$2,500 per commodity from the United States to foreign countries.

If you wish to file your own SED or have an agent prepare your documentation, we will require the filing citation, in addition to the Master Bill of Lading and/or letter of instructions prior to sailing.

For more information on how you can file an SED using the Automated Export System (AES), go to [www.aesdirectr.gov](http://www.aesdirectr.gov). If you would like Tropical Shipping to prepare and submit the SED electronically on your behalf, please contact us at (561) 881-3900 or visit our web site [www.tropical.com](http://www.tropical.com) to fill out a letter of authorization.

Additionally, all in-transit shipments requiring Form 7513 cannot be filed using the AES. These shipments must be filed with the Army Corps of Engineers. For further information on in-transit shipments or the filing requirements for Form 7513, visit the Army Corps of Engineers web site at [www.usace.army.mil](http://www.usace.army.mil).

### NATIONAL PICKUP SERVICE

- Available throughout the continental U.S.
- Appointments should be scheduled 24 hours in advance: 1-800-US GET IT (1-800-874-3848) or (305) 805-7600.

### DELIVER YOUR CARGO TO A RECEIVING STATION

Cargo and documentation must be received by the cut-off times listed below in order to meet our promise of on-time arrivals.

Miami, Florida  
9505 N.W. 108th Avenue  
Miami, Florida 33178  
(305) 805-7400  
Receiving hours: 8:00 a.m. – 4:00 p.m. EST  
Cargo and Documentation cut-offs – noon the day prior to sail

Riviera Beach, Florida  
1489 Martin Luther King Jr. Blvd.  
Riviera Beach, Florida 33404  
(561) 881-3900  
Receiving hours: 8:00 a.m. – 4:00 p.m. EST  
Cargo and Documentation cut-offs – noon the day prior to sail

New Jersey  
700 Belleville Turnpike  
Kearny, New Jersey 07032  
(201) 246-7740  
Receiving hours: 7:30 a.m. – 3:30 p.m. EST  
Cargo and Documentation cut-offs noon Thursday, the week prior to sailing

### KNOW THE PAYMENT METHOD YOU PREFER

- By credit. If you wish to apply for credit with Tropical Shipping, please complete a credit application and fax it to (561) 840-2874. Credit applications can be found on our website at [www.tropical.com](http://www.tropical.com). Credit, when established, will only apply after your first shipment; therefore, it will be necessary to receive payment before your documentation will be released.
- By any other method. Should you choose not to apply for credit, all shipments will require payment before documentation or cargo will be released.

### DO YOU HAVE MARINE CARGO INSURANCE?

Tropical Shipping’s marine insurance, underwritten by Seven Seas Insurance Company, offers ‘All Risk’ coverage, competitive rates and efficient claims processing, making insuring your cargo affordable, convenient and easy.

### THIS IS TROPICAL... SHIPPING AT ITS BEST

For more than 40 years, Tropical Shipping has delivered the most reliable and complete cargo transportation services to The Bahamas and The Caribbean. Our customers transport everything imaginable. From small packages to millions of tons of grocery products and building materials, Tropical Shipping can handle it all – in full or less than container load shipments.

### QUESTIONS?

For rates, bookings and information for Miami Florida, call (305) 805-7400; for Riviera Beach, Florida, call (561) 881-3945; and for New Jersey, call (201) 246-7740 or visit our website.