

Guide Checklist for Shipping Used Machine

	Action to take	Tick
1.	Copy of the commercial Invoice	
2.	Detailed packing list with weights	
3.	Does the shipment require a Certificate of Origin or EUR1? Contact Chamber of Commerce for these.	
4.	Take photos of the machine loaded into container/Truck and how its secured down. (For insurance protection purposes).	
5.	If the machine is for ocean freight is it rust proofed? Take photos.	
6.	If wood is being used to chock or secure the machine does it needed to have been heat treated and stamped.	
7.	Make a note of the Vehicle and trailer numbers or Container number and seal number. Take photos.	
8.	Make sure nothing is left behind before the last vehicle/container leaves site.	
9.	If road haulage, fill out, sign and stamp, and get a copy of the CMR document from the driver. Make sure its legible.	
10.	Make sure you have insured the machine for the movement.	