

# Certifications and Affiliations



## Removal services

- Pre-move survey and assessment
- Packing & crating service
- Piano, safes & heavy items moves
- Assembly & disassembly of complex furniture
- Worldwide door-to-door shipping service
- Worldwide moving insurance
- Worldwide auto transportation
- Warehousing & storage
- Customs clearance services

## Relocation services

- Home, school and spouse job search
- Visa and work permit support
- Risk management consultation
- Bank introduction
- Cross-cultural training
- Handyman service
- Personal insurance
- Settling-in service
- Tenancy management
- Travel management
- City tours

## Pet moving services

- Flight arrangement of with airline
- Import/export permissions at origin/destination
- Providing suitable pet travel kennels
- 24/7 pet transfer from home to the Airport
- Pet hotel services at origin/destination
- Receiving pet at the airport and home transfer
- Quarantine services at origin/destination
- Veterinary and customs clearing services
- Pet travel insurance

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Moving homes may involve changing habits, lifestyle and a need to settle in as quickly as possible. The way your move is handled can be a crucial part of this settling in process, which is why, at Globalink, we believe you deserve the best.

With Globalink, you can be confident that each move will be treated as unique. We monitor every aspect of the process from start to finish, so we are always prepared to answer your questions quickly and concisely.

Globalink understands how important it is that your belongings arrive timely, safely and intact. Whether you plan to move your entire household or just a few personal items, our professional staff and technology are there for you. At Globalink we are here to answer your question. Together, we will make your move a success.

This booklet is designed to help you organize yourself before your move. You can check off items from the list as you complete them. How effectively you use your time prior to your move date will greatly impact how well your move will progress. For a smooth move, set a schedule starting with three important dates:

1. **Packing:** \_\_\_\_\_
2. **Loading:** \_\_\_\_\_
3. **Requested Delivery:** \_\_\_\_\_

And remember, if you have any questions, please feel free to contact us here at Globalink.

## 2. Planning your move

The secrets of a successful move are proper planning and good preparation.

### A: The initial stages

- Choose a professional moving company. Globalink, with its International Representatives has the competence to provide door to door services regardless of where your move takes you.
- Make an appointment for a pre-move survey (during which the volume/weight of your shipment and the cost will be estimated).
- Set the date for your move with a Globalink Representative. Try to give at least one month's notice and avoid peak periods if possible. For example, the first few days and the last few days of the month are often when everyone wants to move.

### B: Getting organized — 7 to 10 weeks before the move

- Have an inventory check. Decide what to move and what to leave behind. Remember that in some cases it may be more cost efficient to buy new than to ship (see Section 5 — Getting the most of your relocation budget).
- Determine whether your appliances will work overseas — consider voltage differences and /or need of adapters and transformers.
- Clean out those closets; consider the need of taking something you haven't used in a year.
- Schedule a moving sale for items you are not taking. Donate other items to charitable organizations and ask for a receipt for tax records. Do not forget live plants.
- Arrange for packing. We recommend that you have Globalink do it for you. If you decide to pack yourself, order needed cartons from Globalink. Prepare a detailed inventory of items you have packed with serial numbers and models of electrical appliances.
- Gather personal records: medical, dental, school, birth, marriage, etc. If you have children, arrange to send transcripts of school records in advance to the new school.
- Close local store and other charge accounts.
- If applicable, arrange with your employer to forward relevant tax forms.
- Make all the necessary administrative procedures to ensure you have: a valid passport, visa, work permit and international driving license.
- Book your transport tickets and keep them safe, as they may be required by customs officials upon arrival.
- Make an appointment with your doctor for a medical check-up and, if necessary, have your prescriptions updated.

- Have all vaccinations that are mandatory for your destination country (check immunization and health certificate requirements).
- If you are taking a pet, check whether there is a quarantine period and what health certificates, vaccination list and other documentations are required.
- Obtain a written appraisal of any antique items to verify the value. (Note: Avoid waxing or oiling antiques and fine wood furniture before moving because some products soften wood, making it vulnerable to imprints from furniture pads)
- Think about arranging insurance for your goods while in transit. For information about coverage options, please contact Globalink.
- Think about renting accommodation for a short period of time, if necessary, following your move and/or before delivery at your destination.
- Ask your Globalink representative for a list of forbidden goods and/or goods for which exportation is restricted (alcohol, books, video tapes, DVDs, animals, medicine, weapons, ivory, antiques, carpets, etc.)
- Ask your Globalink representative for any information related to export customs clearance (for example in some countries, VAT may be refunded on goods that were bought less than 6 months before the move).
- If applicable, make arrangements to discontinue (and if possible make advance arrangements for these services in your new location):

Newspaper delivery

Journal subscriptions

Water

Gas

Electricity

Telephone & Internet services

Fuel or Oil delivery

Rubbish collection

Satellite/Cable television

Gardening/Pool Service

Other household services

▪ Arrange for your mail to be forwarded

▪ Send change of address cards to / inform:

- Credit card companies
- Bank
- Insurance companies
- Journal subscription companies
- Associations
- Tax authorities
- Social security
- Mail order accounts
- Friends and relatives
- It may be a good idea to have the items in the list below serviced before your move. Indeed some items with motors must have parts secured in place (check with your Globalink representative). Now is the time to make arrangements for this. Remember your Globalink representative may be able to arrange these services for you.
- Washing machine
- Tumble dryer
- Refrigerator
- Freezer
- Air conditioner
- Oven
- Television
- Water bed
- Hot tub
- Grandfather clock
- Exercise equipment
- Think about parking at your residence. Do you need to have no-parking signs in order to keep a space for the removal truck?
- If you live in an apartment building enquire about using the service elevator for your move (if there is one) and whether you can reserve it for your moving day.
- If you live in an apartment building, try to ensure that another move does not coincide with yours.
- Arrange storage and insurance if you are not taking everything with you. Remember that if your possessions are worth storing, they are worth insuring.
- Take time to gather information about your destination (books, guides, CDs, videos, internet).

## C: Preparation — one month before the move

- Fill, transfer and pack prescriptions for family and pets.
- Safely dispose of, or give away all flammables (fireworks, chemistry sets, ammunition, paints, paint removers, cleaning fluids, etc.) as they cannot be transported by the carrier.
- Credit cards can be useful in emergencies or unexpected situations, so check with your credit card company about the limit.
- Think about subscribing to a newspaper, cultural or economic magazines of your destination country.
- If needed, book a rental car for your arrival at destination. Remember that rental cars are much cheaper when booked in advance.
- Check items have been serviced as recommended by your Globalink representative.
- Ensure removals insurance is arranged.

## D: Countdown — one week before the move

- If you live in an apartment building, check your reservation for use of the service elevator (if there is one) for your moving day.
- Defrost refrigerator and freezer, and leave the doors open for several hours to allow thorough air-drying to prevent mildew. Arrange for disposal of dry and frozen foods (sell, give away or use).
- Transfer or close current and savings accounts as necessary.
- Drain fuel and oil from lawn mowers and other power equipment. Drain garden hoses.
- Have your clothing, rugs and curtains cleaned before you depart. Leave them in their protective covers on return from the cleaners.
- Take down curtain rods, shelves and antenna.
- If necessary, organize a baby-sitter for your packing dates.
- Inform your Globalink representative of the particulars of any damaged or fragile furniture, weak or broken stairs, or impediments which may affect the move.

## E: The Day Before

- Pack your suitcases for your trip. Keep irreplaceable and sentimental items with you. For example: address book, keys, cheque books, deeds, computer software, financial statements, home videos, medicine, photos, research projects, stocks and wedding albums.

### 3: Moving day

- Keep your passports, money, documents, tickets and clothes that you do not wish to go in the shipment in a separate location.
- Pack a box of some basic items that you will need on your move-in day. (For example tools, all purpose household cleaner, paper products). Make sure that it is loaded into the crate/container at the end so that it will be easily accessible. The same applies to your toolbox.
- When the packing crew arrives, remind the foreman of any damaged or fragile furniture, weak or broken stairs, or other impediments which may affect the move.
- Be available to check the items on the inventory sheet with a member of the crew.
- After the packing and loading has been finished, do a walk through your entire home. Double check that all cabinets, drawers, closets, pantries, bins, attic, basement, garage, shed and storage lockers are empty. Make sure hardware for disassembled items is packed and marked appropriately. Do ensure that everything has been packed and loaded before releasing the moving crew.
- Conduct one last walk through with your crew foreman, double-checking everything is empty and ensure that all windows are closed, lights are off and doors are locked.



## 4. Protecting your shipment

### Packing

While the idea of packing your own belongings is tempting, sometimes it's better left to the professionals. When we pack for you, your house is completely livable until the day before you move, and our professional moving cartons mean better loading and improved density, which saves space and money.

When it comes to shipment protection, Globalink's level of professionalism is unmatched. The first step in protecting your shipment for the trip is proper packing.

When you choose to have Globalink pack for you:

- All packing materials and cartons are new.
- All china, glass and crystal are individually wrapped prior to packing.
- Cartons are taped across the top, bottom and all sides.
- All rugs and carpets are rolled and wrapped.
- Your name, room item location and contents are marked on each carton.
- Custom made crates are used for fragile pieces.

At Globalink we train our staff on the safest way to pack, ensuring the safe transportation of your shipment. That training allows us to minimize the likelihood of damaged shipment and ensures your total satisfaction. However if you decide to pack your own belongings, Globalink can not be responsible for any damaged items.

### Packing with maximum Protection

If you decide to pack yourself, you'll need to know some useful tips. We've included a table (following page) describing all of the available specialized boxes, cartons and packing materials that will make packing your belongings easier. Globalink can provide everything you need.

To expedite the Customs clearance process at the destination, let Globalink make sure the contents of your boxes/cartons are professionally packed and properly itemized on the inventory sheet.

When you've finished packing, do not tape the boxes/cartons shut. Globalink will itemize and seal your belongings for safe travel.

**Note:** All boxes and containers need to be clearly labeled with their contents as this will help you to avoid any questions and delays at Customs.

AVAILABLE FROM GLOBALINK	
2 cu. ft boxes (book box)	Used for heavy or dense items including books, shoes, canned goods, kitchen canisters, small appliances and hand or power tools.
4 cu. ft boxes	General purpose size. Good for toys, pots, pans, kitchen utensils, etc.
5 and 6 cu. ft boxes	Good for large lightweight items such as pillows, bedding and toys. <b>Do not overload.</b>
stand-up wardrobe boxes	Equipped with a bar for hanging clothes, curtains and draperies. Does increase volume of the shipment. <b>Note: The bottom is not designed to support weight; do not pack other items in the bottom of these cartons.</b>
lay-down wardrobe boxes	Used for hanging clothes, curtains and draperies. The box lays down flat, conserving space in the container.
mirror boxes	Telescopic, large and small sizes. They provide extra protection for mirrors, large pictures and glass table-tops.
mattress boxes	Available in crib, twin, standard double and queen/king sizes.
custom crates	Wooden crates can be custom built in various sizes. These crates are ideal for marble furniture, chandeliers, antiques and other valuable items.
export wrapping	Available to wrap and protect furniture and larger items.

### Export wrapping

- All items that are not suitable for packing will be export-wrapped for transport. These items include furniture, large bulky pieces and large appliances. These items are export wrapped as standard and where items require additional protection, double wrapping and crating is performed at a small charge. Proper export wrapping requires the following steps:
    - All furniture is dismantled (if appropriate).
    - All tools and screws are put in a designated hardware box and marked on the inventory accordingly.
    - All furniture is wrapped with export wrapping material.
    - Corner pads are used to provide additional protection.
    - All paper pad seams are sealed using export vinyl tape. Bubble wrap is used for fragile items.
- For Tips on Packing see Appendix I.

## 5. Getting the most out of your relocation budget

Whether you decide to pack your belongings yourself or leave it to our team of professionals, we consider density, and a combination of weight and cubic volume while determining the cost of your shipment.

- Large odd-shaped items decrease space efficiency and increase the cubic volume of your shipment. To minimize the volume and costs, there are certain items which may not make sense to take, such as:
- Rattan / Wicker furniture.
- Large quantities of disposable diapers.
- Large plastic outdoor children's toys.

Large plastic items such as laundry baskets & rubbish bins (it is probably cheaper to buy new at your destination).

Whenever possible, substitute stand-up style boxes for lay-down wardrobe boxes. Save space and cost by having all items that might require servicing, disconnected and disassembled. For example: beds, cribs, wardrobes, washing machine, dryer, desks, mirrors on dressers, cabinets, bookcases, TV and stereo equipment.

### Maximizing cost-efficiency

At Globalink we are available whenever and wherever you need us. Our worldwide network of agents and offices allows us to stay in close contact with you, answering questions and managing every stage of your move.

- Providing you with the most cost-effective delivery strategy for your shipment requires a combination of the latest technology and the most professional staff. Our highly trained staff will calculate the best way to transport your shipment. In order to optimize cost-efficiency, we'll consider the following variables:
- Method of transportation.
- Your Final destination.

How soon you will need your shipment.

At Globalink we are committed to your total satisfaction: it is our goal. Your dedicated coordinator is there during every step of your move to ensure complete customer satisfaction.

### Shipping Containers for every application

When it comes to shipping your possessions overseas, you can feel confident knowing that they will be carefully containerized for export. **Note:** Depending upon individual circumstances, your shipment may be loaded into containers at your residence or at our warehouse.

- Based on the size of your shipment, handling requirements and destination, there are several types of containers and shipping methods that may be utilized. Rest assured, all of them are designed to maximize cost-efficiency and provide you with real value. They include:
- Air shipments, which are loaded into waterproof wooden or corrugated containers.
- Small ocean shipments, which are loaded into waterproof, wooden lift van containers.

Large ocean shipments, which are packed into steel steamship containers (it is possible for household goods to be loaded into wooden lift vans prior to being loaded into the steamship container).

## 6: Customs formalities

Customs Regulations of different countries can vary. That is why we stay up-to-date on all the regulations.

While Globalink will keep you abreast of all the changes in Customs requirements, there are some basic elements for you to keep in mind. A simple oversight could result in delays, fines or even seizure of your entire shipment by foreign customs authorities.

- To be safe, don't take any of the following (and if you have any doubts, just ask us about it)
  - Firearms
  - Alcohol (including wine)
  - Agricultural products, including house plants & seeds
  - Pornographic materials and magazines
  - Politically sensitive materials
  - New items
  - Food items
  - Jewelry, precious stones, other high value items, sets & collections
  - Weapons, ammunition
  - Medicine (including regular house medical kit, should be taken as accompanied baggage)
  - Toxic / Radioactive materials
  - Antiques without export permissions
  - Rare animals & birds species, skins, horns
  - Stuffed animals & birds
  - Books published earlier than 1961
  - Plant
  - Soil
  - Any equipment, containing freon
- Medical appliance: All massagers, thermometers, inhalers, pulsimeters etc.

**Also, please note that in many countries\* electronic items require electronic permission and procedure of obtaining permissions may cause a delay in relocation process. Therefore we recommend it be taken as hand language.**

Below you can find the list of major items requiring electronic permission:

1. Computer
2. Computer parts (including keyboard, mouse, memory card, etc.)
3. Printer
4. Copy/Xerox machine

5. Scanner
6. VHS-player, Video-recorder
7. DVD-player
8. Home theatre/cinema
9. Stereo-system
10. Tape recorder
11. Juke-box
12. CD-player, MP3 player, iPod, etc.
13. Microphone
14. Telephone
15. Alarm system
16. Amplifier
17. Radio transmitter, Hi-Fi devices
18. Navigators
19. Camera, flash gun, lens
20. Video-recorder
21. Telescope and other astronomic equipment
22. Laser equipment (i.e. laser pointer)
23. IPOD, IPAD
24. Hard disk
25. Wi-Fi router
26. Mobile phone
27. Modem
28. Headphones
29. Other wireless or Bluetooth equipment

Note\* - this information should be checked before packing with your relocation coordinator.

Carpets, paintings, musical instruments, art objects, antique items, large souvenirs & other.

Artifacts might require Export permission.

In most countries, your used household goods and personal effects can be entered duty-free, although some items may be subject to certain provisions. In most cases, you can settle the Customs charges through our overseas representative. However, if you deal directly with the Customs Office, ensure you obtain an official receipt and keep it safe, as some duties are refundable when you leave the country.

## 7: Practical hints & safety tips for your move

- Dispose of flammables such as fireworks, matches, cleaning fluids, acids, ammunition, paint thinners, etc.
- Drain fuel from the lawn mower and other machinery and discard any partly used cans of oil, paint, varnish or other substances that may leak.
- Carefully tape and place in individual waterproof bags any jars of liquid you plan to take with you, such as prescription medication.
- Refillable tanks must be purged and sealed by a local authorized propane gas dealer. Discard non-refillable tanks (such as those used for barbecue grills).
- Avoid waxing or oiling wooden antiques (and fine wooden furniture) before your move as some products may soften wood, making it vulnerable to imprints from furniture pads.
- Think twice before dismantling your outdoor TV antenna or satellite dish. Some are country specific and you may discover that a new one can cost less than moving your present one.
- Make sure your gas oven is disconnected prior to your packers arriving. Any gas pipes must be shut off tightly and capped, if possible.
- Electric oven: if the coils are loose they should be removed together with all other removable parts (shelves, pans, griddles, etc.) and packed separately.
- Servicing — think about pre and post move servicing. See section 2B and consult your Globalink representative.
- Refrigerators and freezers — defrost and dry fully. See section 2D for more details or talk to your Globalink representative.
- Washing machines and Dryers should be serviced and motors and other moving parts secured. See section 2B for more details and consult your Globalink representative.
- Televisions — it is a good idea to have them serviced before you move, particularly those with large screens. See section 2B for more details and consult your Globalink representative.
- Sewing Machines — these do not require special servicing for moving. Ask the packers to put packaging material between the machine itself and the case to prevent rubbing. Ideally all drawers should be emptied (with the exception of lightweight clothes and linens).

## 8: At your destination

### Arrival day

- Upon arrival, you will have forms to sign and procedures to follow. With just one call to your Globalink Agent Representative, you will have all the necessary customs requirements, as well as the latest information about your shipment. We are there for you when you need us most. Call your Globalink Destination Representative when you arrive, so they will know where to contact you. Here is a quick checklist of the things to do when you arrive:
- Register at your hotel or other accommodation, if applicable.
- Register with your Consulate or Embassy.  
Contact your designated Globalink Destination Representative

### Delivery of the shipment to your new home

- To help ensure everything has arrived when your shipment is delivered, carefully check off each item from the inventory list that was prepared at origin.
- Please instruct the Delivery Crew as to where you want to place various items, particularly large furniture items.
- To help ensure immediate steps are taken when there are any discrepancies, notify the Globalink Destination Representative. We'll take care of the details, so you will be totally satisfied.
- Upon delivery of your shipment, the Globalink Destination Representative will reassemble your furniture items that were disassembled at origin (not requiring 3<sup>rd</sup> party services).
- To alleviate the stress of moving in, Globalink representative will unpack as many boxes/items as you instruct.
- In the unlikely event of damages, be sure to note it on the inventory list and report it to the Globalink International Representative as soon as possible.
- Carefully check empty packing material and cartons to be sure that no small parts are left there.  
Allow computers and other appliances to reach room temperature before switching them on; your e-mail can wait another couple of hours!

## 9: Pet moving services

Globalink specializes in worldwide pet relocation and is a proud member of International Pet Transporters Association (IPATA).

Our specialty is handling the complete travel needs of your pets wherever and whenever the need arises. Our single focus is to safely and carefully relocate your family pets worldwide. Once we learn about your pet and your travel plans, we will advise the exact requirements and provide a free comprehensive written estimate.

Note: This is a general guideline, as requirements may vary country to country.

### Pet Export (Dogs and Cats)

- General documents for Pet Relocations:
  - Blood test
  - Microchip or tattoo
  - Vaccination Certificate (against rabies). Pets must be vaccinated against rabies at least 30 days prior to entry into the country of destination, but not more than 12 months before the date of arrival
  - Veterinary Certificate (will be issued by Veterinary Authority at the airport and is valid from one to ten days depending on individual country regulation)
  - European Veterinary Health Certificate Annex IV – for entry to European Union Countries/ Annex III – for entry to United Arab Emirates
  - International Passports for pets
- Import License for destination port

- For booking and completing all necessary procedures, we need the following information:
  - Complete address including 24 hour Emergency contact telephone, fax number and contact person, details of the sender and receiver
  - Planned transport dates/route, name of pet, age
- Please line the inside of the kennel with an absorbing material and place dry pet food on top of the kennel with feeding instructions

- Documents for export customs clearance:
  - International Passports of pets
  - Notarized Power of attorney with stamp and client's signature (if client will not be present during clearance at destination Airport)
  - Permission for export of pet's local veterinary authority
  - Veterinary Health certificate — valid 1 day
- Vaccination certificate — valid 3 days



## Pet import (Dogs and Cats)

- For the import of dogs and cats as accompanied / unaccompanied baggage the following documents (originals) are needed:
- International Veterinary exporting certificate (stating destination city and country)
- Pets international passports
- Copies of tickets (if it's accompanied)
- Waybill
- Passport copies of owner
- Notarized Power of attorney with stamp and the client's signature (if client will not be present during clearance at destination Airport)

Address, phone numbers

It is required to find out with a Veterinary Station whether imports of dog/cat from certain countries are permitted and arrange the issuance of the veterinary certificate. Certificate is issued within 1-3 days (depending on individual country regulations) and is valid for a certain period of time.

### Rabies country classifications:

**Rabies-free countries:** Below countries have no incidence of rabies. If you are traveling to one of these countries from a place with a higher incidence of rabies, your pet will likely require an additional blood test, a microchip and international pet passport and be subject to a quarantine period upon arrival. Countries Include, but not limited to: UK, Australia, Iceland, Japan, Singapore.

**Rabies -controlled countries:** These countries have a low, but not non-existent, incidence of rabies. Pets traveling to these countries generally need an additional blood test and microchips and may require a quarantine period upon arrival. Countries Include, but not limited to: USA, most of EU Countries, Canada, Russia, and the UAE.

**High rabies countries:** Most of these countries require only a pet passport and sometimes an import permit. Usually they do not require an additional blood test or microchip. However, if you travel from these countries to a country with a lower incidence of rabies, your pet is likely to be subjected to an additional blood test and quarantine upon arrival. Countries Include, but not limited to: China, India, most (but not all) countries in the Middle East, most (but not all) countries in Southeast Asia and most (but not all) CIS countries.

Quarantine rules and terms can be extremely detailed and vary depending on origin and destination country. For more information, please contact your Globalink Representative.

### **Kennel Requirements**

Kindly note, that your pet must travel in an IATA compliant pet crate and meet certain additional requirements depending on the airline. Usually it is considered best to have one animal per container, but the IATA rules state that two animals can share the same container if the animals are under 14 kg (30 lbs) and are of the same species and compatible. It is up to the airline to set their own rules and most of them do.

- Normal pet kennel must:

- Have proper space for pet to stand (without touching the top of the cage), turn around and lie down in a natural position
- Have a solid , leak-proof bottom covered with plenty of absorbent material (do not use straw)
- Latch securely
- Container must be clean and constructed of non-toxic materials  
Be adequately ventilated

Please see below usual pet kennel sizes (in inches ) for your information:

Pet crate #100 SMALL (small cats and dogs) - 21x16x15 in.

Pet crate #200 MEDIUM (small cats and dogs) - 27x20x22 in.

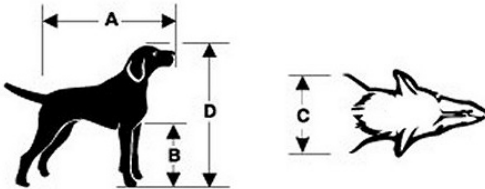
Pet crate #300 INTERMEDIATE (small to medium dogs) – 32x22x24 in.

Pet crate #400 LARGE (Medium to Large dogs) – 36x24x27 in.

Pet crate #500 X-LARGE (Large dogs) – 40x27x30 in.

Pet crate #700 GIANT (Very Large dogs) – 48x32x35 in.

### Measuring your pet



In order to be sure that you are purchasing right kennel for your pet, you must measure it as per chart below:

#### Pet Measurement:

A = length of the pet from tip of nose to root of tail

B = height from ground to top of leg or elbow joint

C = width across right & left shoulders

D = height of the pet in natural standing position from ground to the top of the head or the tip of the ear in erect ear breeds. (For a cat you might find it easier to measure height while cat is sitting with head erect)

#### Minimum Container Dimensions are:

Length =  $A + \frac{1}{2}$  of B

Width =  $C \times 2$  (1 pet) or  $C \times 3$  (2 pets)

Height =  $D + 5$  cms

Always try to measure or check if pet has around 5 to 7 cms height above from ears to ceiling of the kennel.

Take time to accustom your pet to the crate in which it will be traveling to lessen stress during journey. Remove toys, leash and other small items from kennel for pet's safety.

Leash can be taped to kennel from outside.

## Additional Pet Travel Tips

- Ask your veterinarian doctor for specific feeding instructions and check if your pet is healthy enough to travel;
- Kindly note that in order to make travel comfortable, it is recommended that the pet be fed at least 2-4 hours before initial flight;
- Make sure your dog has been well exercised before the flight, so that it can rest during the trip;
- Purchase metal bowl for dogs, as they may chew plastic ones during flight, making it impossible to feed them;
- Whenever you travel by car or by plane, make sure your pet is wearing an ID tag with name, address and phone numbers;
- Try to choose non-stop flights, avoid transits and busy holiday seasons;
- During warm weather months, choose early morning or late evening flights. In cold seasons, choose midday flights. Please note that, some airlines restrict pet flights in summer to warm countries;
- Grooming (bathing, combing, trimming nails) before trip and taking your pets favorite food , toys and dishes will make your pet feel more comfortable during the flight;
- Brachycephalic (short-nosed) dogs and cats require extra care during air travel.  
Dogs: Bulldogs, French Bulldogs, Pekingese, Pugs, Griffon Bruxellois, Japanese Chin, Boston Terrier and Shih Tzu.  
Cats: Persian and Himalayan.
- They require crates twice as large and extra hydration during the trip. Kindly note, that some airlines do not accept such breeds on board;
- Fighting dogs are restricted in some countries even transit travelling via such countries is not allowed. So please, always check destination country regulations.  
Always check if pets are allowed in the hotel or place where you will be staying. If your pet will be left alone in the hotel room, place a "Do Not Disturb" sign on the door and inform the Front Desk.

## 10: Shipping automobiles

Whether you're moving overseas or domestically, Globalink is your expert car shipping company.

### Important information to prepare your car for shipping:

#### Personal Possessions:

- Do not leave personal possessions of any kind in the car. Spare tires, car jacks, and other standard items that are normally located in the trunk of a car are allowed. Make sure anything left in the car is tied down securely. Switch off or disable the car alarm. The car alarm can go off and pose a problem during transportation.
- Keep the fuel tank filled under a quarter of a tank if transported in container. Cars and motorcycles that are shipped on moving vans should be completely drained of fuel. In addition, batteries should be disconnected.
- Wash it thoroughly so that you can record any scratch or damages.
- Record the mileage at the time of car drop off.
- Secure or remove any loose parts or specialty items from the car.
- Fold side view mirrors and lower or retract the antennae if possible.
- When moving in winter, make sure to check that there is sufficient amount of antifreeze to protect the automobile against severe winter temperatures.
- Check that the battery is charged or relatively new, tires are inflated properly, and make sure all fluids are at adequate levels.
- If there are any leaks from the car, be sure to inform Globalink representative & take the necessary actions.
- The owner should keep a copy of the registration and insurance of the vehicle in the glove compartment.
- Inform and mention of any operational problems related to starting or turning off the vehicle.

Before leaving the vehicle make a thorough vehicle inspection. It is compulsory that the Vehicle Condition Report be filled, completed and signed by the car owner & Globalink representative. Vehicle condition report should include: current mileage, pre-existing damage of any type including: glass, scratches, paint, dents, and so on.

### **We strive for Customer Loyalty**

Why do we work so hard for your total satisfaction? Because we judge our success by your satisfaction. It is our number one priority and we want to be the moving company you choose.

Whether you're moving back home, or to any other worldwide destination, we are the Company you can rely on.

### **An organized and trouble free move**

Everything we do is aimed at making your move a stress-free and enjoyable experience. Please contact us at any time if you have any questions.

***We are committed to exceeding your expectations through total quality management.***

## APPENDIX I: Tips for Packing

- The most important thing to help you to save time, money and avoid confusion and frustration is to use common sense when packing.
- It is a good idea to have a dozen more boxes than you think you'll need.
- Don't save all your packing until the last day! Start packing things not needed early on. Packing will become more tedious as the move day approaches.
- Back up all your computer files (floppy or CD) and leave a copy with someone you trust.
- Pack heavier things such as books in smaller boxes, and pack lighter things in progressively larger boxes. The boxes should never be heavier than you can handle.
- To prevent warping, pack books flat and alternate the direction. Use small boxes.
- You can use pillows, towels and linens to pack around some delicate items.
- Disassemble items that need to be taken apart and carefully label and save any hardware involved.
- Ideally drawers should be emptied (with the exception of clothes and linens).
- Drain fuel from lawn mowers and other machinery.
- Leave behind partly used cans of paint, oil, thinner, or any other substances that may leak.
- Empty, completely defrost and thoroughly dry the refrigerator and freezer. The door should be left open for several hours after defrosting. All boxes, trays, crispers, shelves and other removable parts should be removed and wrapped separately. Have your refrigerator serviced. The motor may need to be bolted down before moving. Do not plug it in at your new home until it has been unbolted.
- Electric ovens: if the coils are loose they should be removed, together with all other removable parts (shelves, pans, griddles, etc.) and packed separately.
- Filing Cabinet and desk drawers should be empty.
- Make sure all metal items are clean and dry before packing. If they are liable to rust, wipe them with a cloth dampened with a little machine oil.
- Avoid using newspaper for wrapping items — it leaves an inky mess.
- Don't pack your toolbox until the end; you may need some of your tools.

Don't pack your cheque book and other important documents (e.g. passports, birth certificates, driver's licenses, etc.). These should be carried with you.

## WORLD CLASS PACKING



When you move with Globalink you can be assured that your valued possessions will be carefully handled and protected as per moving quality standards. Globalink utilizes only high quality packing materials, such as padded multilayer furniture wraps. Glass and china is packed using the cleanpack system before being placed into especially reinforced export cartons which are regularly tested to comply to international moving standards.

In line with our commitment to the environment, all materials are recyclable.

**Family treasures** will be identified and professional advice given as to the most secure method of packing and shipping.

**Work of art and antiques** receive special attention and can be packed into custom built crates to ensure optimum protection during their journey.

**Silverware** is wrapped in acid free tissue paper to prevent tarnishing particularly when moving to hotter and humid climates.

**Clothing** can either be placed on hanging rails in strong wardrobe cartons or laid flat in suitcase cartons.



## TOTAL MOVE MANAGEMENT

Globalink is a single source for worldwide removals and relocation services. Whether it's your household items, family pet, professional equipment or car, we have the global resources and expertise to plan and coordinate all aspects of your relocation requirements.

Globalink's worldwide network ensures complete security and peace of mind. Our dedicated staff controls every move assisted by global communication, yet always maintain a personal contact with you at all times. Trained move managers ensure problems, whenever they occur, are immediately identified and resolved while assuming complete responsibility.

Globalink, one company, one contact, a complete professional package.

## GLOBALINK WITH YOU — DOOR TO DOOR



Globalink understands the importance of meeting your deadlines. When moving overseas, our in-house freight forwarding department will expertly guide your shipment and coordinate a door to door delivery through one of our carefully selected carriers safely and quickly anywhere in the world.

The complexity of customs procedures and local regulations are not an issue. Globalink's vast experience of diplomatic and executive

worldwide moving ensures smooth handling of customs processes worldwide.

Moving in can be just as demanding as moving out. Our team will be there to unpack and carefully set up your home, as well as remove all packing debris, leaving you and your family to face a new future with confidence.

## PET MOVING SERVICE

As specialists in International Moving and Relocation services, we are passionate about your pet's safety as well as your peace of mind! We clearly understand that a Pet Relocation is the most important aspect of your family move. So whether your pet is moving across the country or around the world, our team of certified specialists manage all the door

to door aspects of your pet's move with the utmost care. As a member of IPATA (International Pet and Animal Transportation Association), our IPATA Accredited Live Animal Transportation specialists ensure hassle-free, worldwide, Pet and Animal Moving Services including Veterinary services for your worldwide moving & relocation services.

