

International Move Process

For Transferee



We at Paramount would like to thank you for the opportunity to assist with your upcoming relocation.

We realize that relocating can be a stressful and, sometimes unnerving endeavor. By dealing with a professional, experienced company, you can rest assured that every effort will be made to ensure a seamless transition. Here at Paramount, we pride ourselves in employing the most seasoned staff who are available to assist with every important aspect of the relocation process.

Paramount specializes in moving household goods and personal effects for employees of multinational companies, private individuals, diplomats and ambassadors from a variety of nations. Through the years we have helped thousands of families relocate worldwide. We strive to meet the needs of you, our valued client.

There are basically four steps to your move:

Step 1: SURVEY/ESTIMATE

A Paramount representative will visit your residence to perform a pre-move survey. This gives us the chance to estimate the weight and volume of your shipment. It also lets us determine the amount and type of packing materials we will need. By performing a detailed survey, we are better able to offer the most competitive and accurate rates for your shipment(s). Since different people have different needs, we will listen carefully to any questions, comments or concerns that you have.

Points to Remember:

- To ensure an accurate estimate, try to have a good idea of which items will be shipped, and which items will go into storage or will be left behind before our surveyor arrives.
- Be sure to mention any special needs such as items that need to be crated, additional pick-ups or deliveries.
- We will also need to know of any large items you plan to purchase before your departure.

Step 2 : PACKING

Our packers are fast, efficient and cut no corners when it comes to making sure that every item is packed thoroughly and completely. The crew chief will be on hand to make sure the pick-up goes smoothly.

Points to Remember:

- Please separate items that are not to be packed (especially passports, plane tickets, keys, etc.) from the items that are to be packed.
- Valuable items such as jewelry, stamp or coin collections, or important documents should not be included in an air or surface shipment.
- Before our packers leave, walk through your home once to make sure nothing was left behind.
- We will pick up the necessary documents that were given to you at the time of the survey. Make sure to sign them and return to the crew lead.

Step 3: TRANSPORTATION PREPARATION

Once the shipment is picked-up, it is prepared for shipping. Paramount will handle all the logistics of the relocation. We constantly monitor your shipment and work closely with each service provider. We contract with only the most reliable and reputable agents to handle your shipment.

Step 4: DELIVERY

When your shipment is ready to be delivered, we will contact you to arrange delivery at your convenience. We can also arrange storage, if required. We are there to serve all your needs. Our service will include delivery, unpacking and placing of all items, and removal of all packing materials and debris to your satisfaction.

Points to Remember:

- Have a good idea of where you want things to go before the delivery crew arrives.
- Please advise our agent of any items that may require special assembly.
- Will everything fit? Please alert our agent with any concerns you may have about fitting your items into your new residence.
- Check everything carefully to make sure there are no missing items and that everything arrived in good condition. Indicate any exceptions on the inventory and sign. You will receive a copy of this.

Things to do before you leave:

The following is a general checklist to help you prepare for your move:

- Please complete and sign all relevant documents sent to you by your International Relocation Specialist contained in your relocation packet. These documents will generally consist of the customs forms, insurance valuation forms (if applicable) and information for obtaining your EIN # from the IRS (an EIN number is required for any person who has a U.S Social Security Number in order to allow the exporting of their used household goods and personal effects from the US). Let them know if you have any questions about these forms, and they will walk you through them.
- Make arrangements to transfer bank accounts.

□ Discontinue the following services:

- Telephone (please wait until the last day to do this)
- Electricity
- Gas
- Water
- Trash
- Newspaper
- Cable T.V
- Security Systems

□ Arrange for mail to be forwarded and advise everyone of your change of address.

□ Refrain from shipping your valuables or important documents. Take them with you. These include:

- Money
- Passport
- Stamp and coin collections
- Jewelry
- Stocks and bonds
- Birth certificates, medical and dental records, school records
- Bank / Investment records, insurance records

□ Visit the vet to obtain necessary health certificates for your pet(s). A health certificate is often required within 10 days of departure. Both dogs and cats will often require rabies vaccinations not less than 30 days before departure.

□ The required documents for pet shipments depend very much on the country to which they will be going. Please speak with your Paramount Relocation Specialist well in advance of your relocation to confirm any requirements.

□ We recommend that you not ship the following items as doing so may cause problems:

- Firearms
- Ammunition and explosives (propane tanks)
- Food (unless canned or dried)
- Hazardous materials (inflammable or corrosive items)
- Plants