



## **SERVICE LEVEL AGREEMENT**

### **INTERNATIONAL SERVICES FOR HOUSEHOLD GOODS AND PERSONAL EFFECTS SERVICE LEVEL OF AGREEMENT**

Homepack Freight International should have to obey the compliance and top quality requirements for FIDIFAIM and for ISO. In order to fulfill our quality standards, HOMEPACK FREIGHT INT'L has developed policies that apply to our employees, our suppliers and worldwide business agents. In this document, we describe our expectations with those agents and partners that provide any type of services to HOMEPACK FREIGHT INT'L. This agreement does not form part of a commercial contract between parties nor does it guarantee any levels of business.

#### **1- Confidentiality**

The moving partner agrees to treat all confidential information provided by HOMEPACK FREIGHT INT'L when performing services and shall not (without prior consent from HOMEPACK FREIGHT INT'L) disclose or permit disclosure of such confidential information to any third party.

HOMEPACK FREIGHT INT'L confidential information will be used by the moving agent solely for the purpose of fulfilling its obligation under this agreement. The moving partner agrees not to use or disclose HOMEPACK FREIGHT INT'L confidential information for its own benefit or for the benefit of others, foreign from HOMEPACK FREIGHT INT'L.

The moving partner agrees to safeguard all confidential information of HOMEPACK FREIGHT INT'L with at least the same level of care as the moving partner uses to protect its own confidential information.

#### **2- Data Protection**

The moving partner will agree with HOMEPACK FREIGHT INT'L policies, procedures, standards, guidelines for privacy, information protection, and data and systems security and with all applicable privacy laws and regulations.

The moving partner shall protect the confidentiality, privacy, integrity and availability of HOMEPACK FREIGHT INT'L and its client's information.

All personal data of assignees and other individuals received in connection with this agreement shall be handled and maintained to the requirements of any applicable data protection laws and any subsequent or related legislation.

### **3- Anticorruption**

The moving partner approves our prohibition of offering, giving or promising anything of value (including a facilitation payment) directly or indirectly to a government official to influence, or reward official action of to anyone to persuade them to perform their work duties or otherwise indecently.

You must stand by all applicable anti-corruption laws as stated above and you will not receive or approve to accept any payment either, gifts or any other advantage in relation to any job performed on behalf of HOMEPACK FREIGHT INT'L

These expectations must be communicated to all those persons who will be performing services for or on behalf of HOMEPACK FREIGHT INT'L, including any subcontractors.

### **4- Services**

All services defined below must be provided by our agents

#### **ORIGIN AGENT SERVICES SURVEY**

Agent will initiate contact with each transferee within 1 business day. When survey has been received by the agent, the following steps must be also done:

Agent will acknowledge to HOMEPACK FREIGHT INT'L in writing receipt of survey request and keep HOMEPACK FREIGHT INT'L informed of scheduling details. If physical surveys can't be done, HOMEPACK FREIGHT INT'L must be informed immediately.

Agent will perform each survey at no cost to HOMEPACK FREIGHT INT'L If there is any special situation, HOMEPACK FREIGHT INT'L must be informed previously.

When survey is performed, HOMEPACK FREIGHT INT'L must be notified immediately of any goods which constitute prohibited articles under applicable laws and regulations.

Within 2 business days after the survey, agent will provide HOMEPACK FREIGHT INT'L with the results of the survey and an estimated cost to pack and handle the shipment.

Copy of each survey must be sent to HOMEPACK FREIGHT INT'L along with survey results.

Agent agrees that the margin for error for each survey will not exceed 10 % of volume.

#### **PACKING AND LOADING**

Agent will carry out the packing, the loading and securing of each shipment in accordance with FAIMFIDI standards.

Obtain optimum density by using all available space and disassembling commonly disassembled goods.

Create legible packing list identifying all goods in the shipment with an accurate description of carton contents and full identification of appliances and electrical items.

All furniture must be listed denoting condition at time of wrapping, photographs of pre damage existing conditions will be send.

Crew leaders must write their names and sign the packing list in the corresponding section of the packing list.

Packing numbers must be written or attached on the exterior of wrapping/packing materials.

Under no circumstances our agents can accept PBO (packed by owner) listed on a packing list or included in a shipment. Any box presented to a packing crew as a PBO must have its contents inspected, ensuring that the box contains no restricted items and there is no threat to the security of a ship, plane or other vehicle on which it is to be transported.

#### DOCUMENTATION

Export procedures must only be initiated at origin when HOMEPACK FREIGHT INT'L has given green light to proceed.

Agent will submit to HOMEPACK FREIGHT INT'L the shipping pre-advice and confirmation of pickup with final weight and dimensions within 2 business days of final loading of the shipment. Please follow strictly the consignment instructions given by our traffic executives.

AWA or OBL must be submitted to HOMEPACK FREIGHT INT'L for approval. Additionally, agent must provide all information for sailing/flight details.

Agent agrees that any deviation from the survey and quoted charges or weight must be communicated to in HOMEPACK FREIGHT INT'L writing for approval. Any additional charge arising from a deviation that has not been approved in advance may be denied by. HOMEPACK FREIGHT INT'L.

#### PERMANENT STORAGE

HOMEPACK FREIGHT INT'L and its Agent will:

- Arrange secure facilities for permanent and/or temporary storage
- For temporary and or permanent storage, please provide monthly invoicing or every 3 months.

Agent agrees to

Levy of 10 % increase per year on storage invoice and will not exceed 10%.

#### DESTINATION AGENT SERVICES

The service defined below must be provided by our agents:

- Arrival and customs clearance
- Agent will notify HOMEPACK FREIGHT INT'L in writing of freight arrival at the destination country
- Customs clearance
- Unless otherwise requested, agent will prepay port charges on behalf of the transferee and invoice him directly

- Agent will notify HOMEPACK FREIGHT INT’L in writing of any duties, taxes or inspection fees for its corresponding approval,
- Agent will present back up documentation for any additional charges that have to be paid (duties, taxes, THC, bonded warehouse etc)
  
- Agent must keep HOMEPACK FREIGHT INT’L notified in writing of actual customs clearance process,
- If local customs representatives have inspected the shipment, agent will report to HOMEPACK FREIGHT INT’L in writing within 24 hours.
  
- Drayage from airport/seaport of arrival
- Agent will coordinate drayage from the airport/seaport unless provided by the steamship line,
- Agent will verify all container seals upon arrival and at time of delivery to ensure each container has not been opened during transit. If any container seals do not match or have been broken, agent will notify HOMEPACK FREIGHT INT’L immediately in writing.
- As soon as the shipment is received: agent will notify HOMEPACK FREIGHT INT’L in writing

#### DESTINATION DELIVERY SERVICE

Agent will notify HOMEPACK FREIGHT INT’L in writing of the scheduled delivery dates of any delays, damages or losses to the goods during the shipment no more than 2 business day of agent’s discovery; such delays damages or losses will also be noted on the delivery packing list or delivery report

Agent will deliver appropriate shipping documents to the transferee at time of delivery including copies of the descriptive packing list.

Transferees declining unpacking services must state and sign on the delivery documents

If Transferee requires reassembly of disassembled items (tables, desk unit, shelf units, as example) that do not require special tools or third party services, this service must be provided by the agent.

Uncrating at no additional charges

In case any special services are required upon delivery to client’s address and unless otherwise instructed by HOMEPACK FREIGHT INT’L, agent must bill transferee directly for the extra charges

Agent will forward all delivery documents to within HOMEPACK FREIGHT INT’L 3 business of the shipment to transferee.

The Delivery Documents include the signed packing list, notification of damage or loss, and agent’s invoice.

Agent will offer basic claims assistance to the transferee and immediately notify in writing to HOMEPACK FREIGHT INT’L

**BILLING PROCEDURES**

Agent & HOMEPACK FREIGHT INT’L will submit an invoice to EACH WHERE APPLICABLE within 15 business days following the completion of services rendered to/ for processing and payment.

All payment are to be made in USD or in Pak Rs. (Local Suppliers only), knowing that FIDI/IAM rules apply.

Payment made late or on hold is levied by 2% per month/30 days fraction after expiry of 30/90 days SUBJECT to report in FASI. .

**INSURANCE**

Agent must have all corresponding insurance policies required to handle all household goods shipments, including personal injury, liability and completed operations covering bodily injury, personal injury and property damage. Agent is responsible for maintaining limits of all risk property insurance that is adequate to cover full insurance value of all shipments.

**TERM AND TERMINATION**

This agreement will be effective as the effective date and will continue until terminated.

If one party terminate this agreement with or without cause, by giving the other party at least thirty (30) Days’ prior written notice of termination. We appreciate your time and your support!

Signature of Understanding

I certify that I have read and understood HOMEPACK FREIGHT INT’L Service Level Agreement in full, and also that I have read the anti-bribery, anti-corruption and privacy policies.

PRINT NAME : \_\_\_\_\_  
COMPANY NAME : \_\_\_\_\_  
POSITION INCOMPANY : \_\_\_\_\_  
DATE : \_\_\_\_\_  
STAMP AND SIGNATURE: \_\_\_\_\_