



INTERNATIONAL MOVING SERVICE GUIDE

AM2 TRADING – INTERNATIONAL MOVING AND CAR FORWARDING SERVICE

AMT TRADING PLT

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GUIDE FOR AM2 INT. MOVING SERVICE

WHAT TO DO

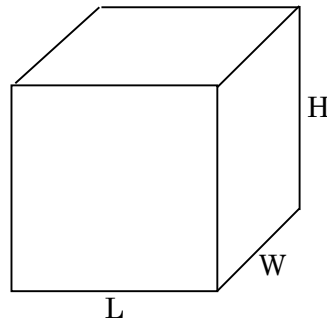
1. After booking online through our website, you will receive auto reply email from us. Sometimes our email are marked as spam by email provider. Be sure to check your spam mailbox and UNSPAM us if you see it. This is really important to make sure no missing information from both sides.
2. Pack your items in firm boxes. Ideal per box weight is around 20~25kg to make sure your box is not over packed thus will damage your items.
3. **#IMPORTANT#** Please write your unique tag code with box number directly on your boxes with permanent marker. After that, print out “Tagging Code” (each customers will have individual unique tag code) and stick it using cellophane tape on the box. Kindly refer Pic. 1 below for this instruction.
4. Print out your Tagging on A4 paper. Only stick one Tagging paper per box.
5. Do not write other personal info such as name, phone number or address on your box or tagging paper. Stick your tagging paper firmly and cover all of it surface with cellophane tape to protect it.
6. For extra protection, we suggest you to wrap your boxes with “Stretch Film” (refer Pic 2) and “P.P Band” (refer Pic 3) to make sure your items are secured.

7. Usage of bubble wrap on box surface is not allowed. Please use stretch film only. For fragile items please cover it with bubble wrap and then put it inside box.
8. For items that are too big, please use several boxes and join it. After that, wrap it using stretch film and do not forget to do tagging. Or you can just cover it with multiple layer of bubble wrap (special case).
9. For item that are larger than 1m³ such as home furniture please contact and inform us 2 weeks earlier before pickup date so we can make arrangement for it. Extra charge will be impose for over size items.
10. To speed up your packing process, you can create special space at your house corner and mark it according to your ordered volume. See Pic 5 below for clearer understanding.

PARCEL SIZE

1. Parcels with smaller size box are not strong enough and can break during shipping process. Broken box can damage items inside while this will cost extra time to resort it again in another box. This is same for other small furniture part that can be disassembled such as bed parts that are not compiled together. Some of it can get lost usually due to tagging paper detached from it. This will make confusion for delivery agent and cause delay in delivery.
2. For above reasons, we decided to make it compulsory for parcel size to be as mentioned below:

PARCEL SIZE MUST BE SIZE 140 AND ABOVE



Parcel size = Length + Width + Height
#total must be **130cm** (size 140) and
above

3. For items that have box with size smaller than 130cm, please compile it in box with size 130cm or above.
4. For big item that do not fit in normal box, as mentioned earlier please compile it using several boxes or you can wrap it in multiple layer of bubble wrap. Parcel size for these items should also be no less than 130cm.

RIGHT ITEMS FOR RIGHT BOX SIZE

1. Packing boxes is not included in our service. Customer will need to prepare their own boxes with size limitation 130cm ~ 260cm. Box size limitation does not applied for items that already have special box such as LCD TV or computer.
2. Good quality boxes are very much important in order to secure precious items. Especially during international shipping which will involve several loading and unloading activities in the process. AM2 also provide grade A boxes set for customer convenience. To place order, kindly follow link below

<http://am2trading.com/moving-boxes/>



Pic. 1 Tagging paper example (UH) and number of the box (06)



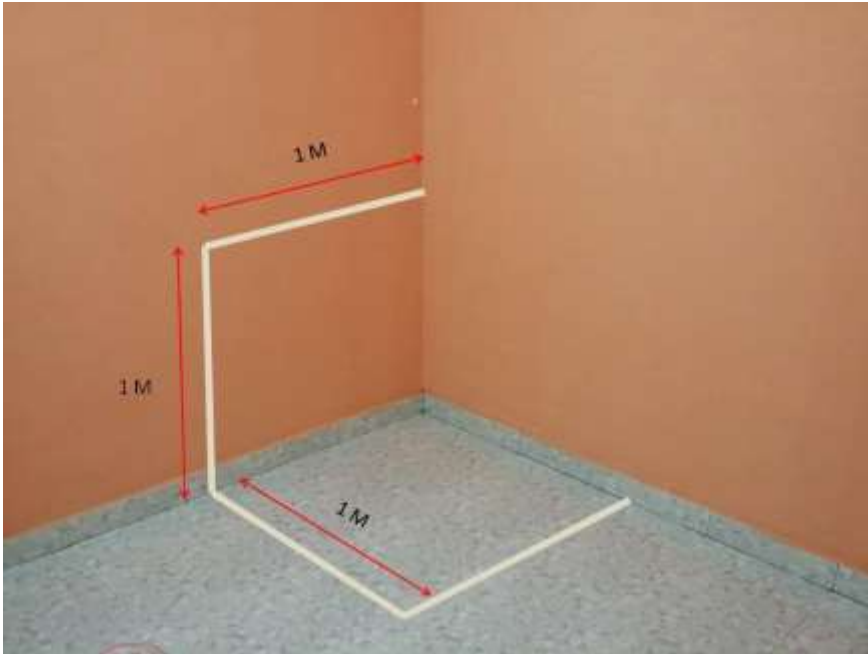
Pic 2. Stretch film available at local home centre



Pic 3. PP Band and PP Band Stopper available at homecenter



Pic. 4 Example on how to use PP Band



Pic. 5 Special corner based on your ordered volume size

RULES AND REGULATION

1. It is responsibility of customer to make sure items in boxes are the same as declared in Personal Effects form. Failure to comply with this rule might cause your items being taxed or even seized by custom officer at Port Kelang.
2. Dangerous, flammable and explosive items are strictly prohibited from using our service. AM2 Trading reserves all rights to accept and reject items that are not complying with this rule.
3. AM2 Trading and our customers are subjected to Japan and Malaysia Law. Please obey regulation and law at both countries.
4. Our service is door to door service which mean customer need to place their parcels in front of door whether outside or inside their house. Please do not place your parcels in area other than at door front such as inside bedroom at kitchen etc. If your parcels too many, kindly shift it one by one to front door during pickup by our agent.

PERSONAL EFFECTS FORM

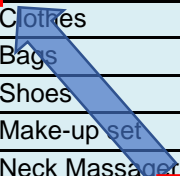
PERSONAL EFFECTS DETAILS

NAME :		DATE OF RETURN TO HOME COUNTRY :	
ADDRESS IN JAPAN:		ADDRESS IN MALAYSIA:	
JP TELEPHONE NO :		MY TELEPHONE NO :	

CODE	BOX NO	CONDITION (in box/not)	WEIGHT (kg)	PARCEL DIMENSION (cm)			YOUR HOUSE HAVE ELEVATOR?	NO	QTTY (pcs)	UNIT PRICE (yen)	TOTAL PRICE (yen)
				LENGTH	WIDTH	HEIGHT	DESCRIPTION				
AAA	1	IN BOX	20	55	55	45	Clothes		20	¥300	¥6,000
							Bags		10	¥300	¥3,000
							Shoes		10	¥300	¥3,000
							Make-up set		1	¥500	¥500
							Neck Massager		1	¥1,000	¥1,000
AAA	2	IN BOX	20	55	55	45	Clothes		30	¥300	¥9,000
							Headphone		1	¥1,000	¥1,000
							USB Cables S		1	¥500	¥500
							VR Google		1	¥500	¥500
							TOTAL SHOULD BE				¥0
AAA	3	IN BOX	20	55	55	45	Clothes		10	¥300	¥3,000
							Shoes		4	¥300	¥1,200
							Books		10	¥100	¥1,000
							Bookcase's parts		14	¥100	¥1,400
											¥0

LENGTH + WIDTH+
HEIGHT > 130cm

TOTAL SHOULD BE
130cm (SIZE 140) AND

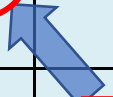


AAA	4	IN BOX	20	25	36	51	Books	10	¥100	¥1,000
							CD	30	¥300	¥9,000
										¥0
										¥0
										¥0
							TV			¥20,000
AAA	5	IN BOX	6.5	74	17	48				¥0
										¥0
										¥0
										¥0
							Books			¥2,000
AAA				23	33	54	Clothes			¥6,000
										¥0
										¥0
										¥0
AAA	7	NOT IN BOX	5	75	50	7	Folding Table	1	¥500	¥500
										¥0
										¥0
										¥0
										¥0
AAA	8	NOT IN BOX	5	93	20	55	Futon Set	1	¥2,000	¥2,000
										¥0
										¥0
										¥0
										¥0
AAA	9	NOT IN BOX	5	87	29	4	Bookcase's parts			¥400
										¥0
										¥0
										¥0
TOTAL								200		¥72,000

UNIQUE CODE WILL BE PROVIDE BY AMT TRADING

PARCEL DIMENSION SHOULD BE MEASURE PRECISELY. AMT TRADING WILL ISSUE INITIAL INVOICE BASED ON VOLUME CALCULATED HERE. FINAL INVOICE WILL BE BASED ON ACTUAL VOLUME MEASURED AT WAREHOUSE

TOTAL PRICE SHOULD NOT EXCEED 200,000 YEN FOR TAX EXEMPTION



UNIQUE CODE PROVIDED
FROM AM2

NUMBER OF PARCEL

TOTAL PARCELS YOU
HAVE

AA: 001/020

PORT KELANG

SHIPPING FOR PORT
KELANG

AM2 INTERNATIONAL MOVING DETAIL SERVICE FLOW GUIDELINE. PLEASE READ AND FULLY UNDERSTAND THIS FLOW FOR SMOOTH PROCESS

