

SUBJECT: INSTRUCTIONS FOR CLEARING VEHICLES TITLES AT THE PORT OF GALVESTON, TEXAS.

For brokers and other parties who need to clear their export cargo with US Customs as required by US Customs rules, please follow the following instructions:

Brokers/customers are to send the below information to:

BIEHL & CO, LP
111 ROSENBERG
GALVETON, TEXAS 77550
409-763-6451 TEL.
409-763-2026 FAX
ATTN: TITLE CLEARANCE

The following should be included:

1. Original Vehicle Title or Bill of Sale for ag machinery (w/original notary stamp)
2. 3 copies of the above documents front and back
3. 1 copy of the back of the title
4. 3 copies of Letter of Intent (incl w/ CBP public information notice)
5. 1 copy of the prepared dock receipt (see item #2 below)
6. A check/money order for \$35.00 USD payable to Biehl & C), L.P.– The fee of \$35.00 is per vehicle title or bill of sale.
7. A self addressed, stamped envelope/ or courier envelope with your courier account number to be used for the return of US Customs stamped (cleared) title.
8. Due to the time involved in prep and filing, all documents must be in our office 5 full working days prior to the vessel's scheduled arrival.
9. Deliveries of bookings to be cleared thru customs by our office must be delivered 5 full working days prior to the vessel's scheduled arrival.
10. We will work to clear your documents w/CBP but deviations from instructions provided, unless otherwise agreed, may increase cost by \$10 per document

(please note that Biehl & Co., LP will not be responsible for submissions to customs that may be rejected due to incorrect document preparation and assumes no liability for costs incurred due to delays in shipments for such)

Important: US Customs HOUSTON mandates concerning the above submitted documents:

1. Titles must be submitted at least 72 hours (three business days) prior to vessel sailing. This does not include weekends and holidays. US Customs Service office hours are from 0800-1600 during business days. Biehl & Co., must be given sufficient time to clear the titles, so please send as early as possible.
2. Dock receipts must show:
 - a. The shippers and the consignees full addresses

- b. The description of cargo (make and model) w/ VIN (Vehicle Identification Number / serial number if possible and the weight of the cargo
 - c. Vessel and Voyage number
 - d. Port of Load (POL) and Port of Discharge (POD)
 - e. Booking reference number
3. Above information can be sent and submitted prior to the arrival of the unit at the load port. However, the unit must arrive at the load port within 72 hours prior to loading, as US Customs reserves the right to inspect the vehicle prior to loading.
- 4. For brokers and customers who prefer to clear their own titles, we require that a copy of the stamped off title/commercial invoice/T&E bond/ IE bond/ Manufacturer to Dealer Statement be faxed with cover page referencing Vessel/Voyage and Port of Destination to the following numbers:**
- Attn: TITLE CLEARANCE 409-763-2026**

AND other Ports:

5200 Hollister
Houston TX 77040

Telephone: (713) 690-7200 (24 hrs)
Telex: 170553 and 794220
DDD: (713) 895-3092
Fax: (713) 895-3153 and (713) 895-3090

President: Leigh Phillips
Vice President/Operations Division: Hans Sunder
Vice President/Traffic Services: Ed Sepulveda
Vice President/East Gulf: Roy Gonzalez (New Orleans)

West Gulf Headquarters

5200 Hollister
Houston TX 77040
Telephone: (713) 690-7200 (24 hrs)
Telex: 7942200 or 166129
DDD: (713) 895-3092
Fax: (713) 895-3090
Vice President Full Cargo and Tanker Division: Hans Sunder
Telephone: (713) 895-3128
Fax: (713) 895-3153
Email: hsun@biehlco.com

East Gulf Headquarters

6620 Riverside Drive, Suite 320
Metairie LA 70003
Telephone: (504) 455-7875 (24 hrs)
Telex: 584246 or 166998
DDD: (504) 455-5431
Fax: (504) 455-2747

Vice President East Gulf: Roy Gonzalez
Email: rgon@biehlco.com

Full Cargo and Tanker Offices

Beaumont, TX

2615 Calder, Suite 450
Beaumont, TX 77702
Telephone: (409) 842-9295 (24 hrs)
Fax: (409) 842-9159
Telex: 168829
DDD: (409) 842-9165
E-Mail: biehlbpt@biehlco.com
Manager: Ramiro Chavez
Serving also:
Port Arthur, TX, Port Neches, TX, Orange, TX,
Lake Charles, LA and offshore lightering area.

Brownsville, TX

P.O. Box 3407
Brownsville, TX 78520
Telephone: (956) 831-3224
Fax: (956) 831-4490
E-Mail: biehlbrv@biehlco.com
Manager: Richard Ludwig
Services:
Brownsville, TX

Corpus Christi, TX

3649 Leopard St, Suite 314
Corpus Christi, TX 78408
Telephone: (361) 882-4949 (24 hrs.)
Fax: (361) 882-5830
Telex: 166989
DDD: (361) 884-5311
E-Mail: biehlcrp@biehlco.com
Manager: Richard Ludwig
Serving also:
Point Comfort, TX

Freeport, TX

1201 N. Avenue H
Freeport, Texas 77541
Telephone: (409) 233-0445
Telephone: (409) 299-9919(24 hrs.)
Fax: (409) 233-3010
Telex: 168808
DDD: (409) 233-0744
E-mail: biehlfpo@biehlco.com
Manager: Mark Tenalio

Galveston, TX

111 Rosenberg St.
Galveston, TX 77550
Telephone: (409) 763-6451 (24 hrs)
Fax: (409) 763-2026
Telex: 166060
DDD: (409) 763-6138
E-mail: biehlgal@biehlco.com
Manager: Russ Mullins
Serving also:
Texas City, TX, and Offshore Lightering Area.

Houston, TX

5200 Hollister
Houston, TX 77040
Telephone: (713) 690-7200 (24 hrs)
Fax Operations Dept.: (713) 895-3153
Telex Operations Dept.: 170553
DDD: (713) 895-3092
E-mail: biehlhou@biehlco.com
Manager Full Cargo and Tanker Operations: Rafael Hernandez

Mobile, AL

107 St. Francis St. #2112
Mobile, Alabama 36602

Telephones: (334) 432-1605 (24 hrs)

Fax: (334) 432-1608

Telex: 161877

DDD: (334) 432-4266

E-mail: biehlmob@biehlco.com

Manager: Gordon Salata

Serving also:

Pensacola, FL, Panama City, FL, Port St. Joe, FL, Gulfport, MS, Pascagoula, MS

New Orleans, LA

6620 Riverside Drive, Suite 320

Metairie, LA 70003

Telephone, Main Number: (504) 455-7875 (24 hrs)

Telephone Operations Department: (504) 779-2630

Fax, Main Number: (504) 779-2654

Fax Operations Dept.: (504) 455-2747

Telex, Main Number: 584246 or 161744

Telex, Operations Department: 166998

DDD: (504) 455-5431

E-mail: biehlmsy@biehlco.com

Manager, Full Cargo and Tanker Operations: Ray Ibay

Serving also:

All Mississippi River Ports and Facilities, Loop, Baton Rouge, LA, Morgan City, LA, Port Fourchan, LA, New Iberia, LA, Off Shore Lightering Area

New York, NY

Metrostar Plaza

190 Middlesex Turnpike, Suite 203

Iselin, NJ 08830

Telephone: (732) 404-9813

Fax: (732) 404-9808

Manager Full Cargo and Tanker Operations: Craig Smithline

E-Mail: csusnav@biehlco.com

Serving also:

All ports in New Jersey, New York, Connecticut, Maryland

Philadelphia, Pennsylvania

The Robert F. Senseny Bldg.

1 Hausel Road, Suite 208

Wilmington, DE 19801

Telephone: (302) 654-5460 (24 hrs)

Fax: (302) 654-5747

Telex: 3373803 biehl phl

E-Mail: biehlphl@biehlco.com

Manager Full Cargo and Tanker Operations: Steen Pedersen

Serving also:

All ports in Delaware, Pennsylvania

Charleston, SC

C/O Carolina Shipping Company

1064 Gardner Road

Charleston, S.C. 29407

Telephone: (843) 769-5531

Fax: (843) 556-8470

Telex: 154270 E-mail: carolinashipchs@biehlco.com

Full Cargo and Tanker Operations: Bill Pitt

Serving also:

Georgetown, S.C., Port Royal, S.C., Wilmington, N.C.

Savannah, GA

C/O Carolina Shipping Company

19 East Bay Street

Savannah, GA 31401

Telephone: (912) 234-7221

Fax: (912) 233-9867

Telex: 154260

DDD: (912) 236-9413

E-mail: carolinashipsav@biehlco.com

Full Cargo and Tanker Operations: Stacey Whiddon

Serving also:

Brunswick, GA.

Jacksonville, FL

Leadermar (U.S.A.) Corporation (A division of Carolina Shipping)
6054 Arlington Expressway, Suite 1
Jacksonville, FL 32211
Telephone: (904)725-3502 (24 hrs)
Fax: (904)725-3552

General Manager: Jerold Tabbott
E-mail: jtab@carolinashipping.com
Serving also:
Fernandia Beach, FL, Port Canveral, FL, Tampa, FL