



## Logistics Services Policy

Global Samaritan Resources (GSR) has developed this policy to help ensure logistics services are provided and billed in a consistent manner. Exceptions to this policy may be granted on a case by case basis by the Executive Director.

GSR has established the following procedures and price schedule for services provided by our organization.

### A. Shipment Preparation

1. GSR will box/palletize/crate the goods to ensure the load is properly inventoried and safely and securely built
2. Client must coordinate delivery of any items being contributed to the load and provide a detailed list of all items to include description, quantity and value
3. All items must be non-hazardous and comply with import standards
4. Goods may be acquired from the GSR warehouse inventory at no cost
5. All boxes/containers must be inventoried and numbered
6. Heat treated pallets/crates must be used for international shipments

### B. Shipping Coordination and Documentation

1. GSR will obtain quotes for shipment and discuss recommendations with client
2. GSR will develop the shipping manifest/packing list
3. GSR and the client will coordinate the condition and valuation all items
4. GSR will develop, coordinate and distribute all related shipping documents

### C. Storage

1. Complimentary storage of items will not exceed 1 year from load build initiation
2. GSR reserves the right to reallocate any items stored more than 1 year
3. Client may opt into a monthly storage lease agreement after 1 year
4. GSR is not responsible for damage or loss of stored items

D. Fee Schedule

1. GSR requires the client to pay 50% of the estimated shipping fees prior to building the shipment. These fees may, at a minimum, include:
  - a. Freight forwarder fees
  - b. GSR logistics/handling fees

The consignee (authorized receiver of goods) is responsible for all fees related to customs, border crossings, demurrage and any other extenuating circumstances.

2. GSR provides a full-service shipment build and logistics process which encompasses materials, resources, storage, manpower and documentation. Materials may include crates, pallets, boxes, packing tape and stretch wrap. The fee schedule is as follows.

Pallet	\$100
20 Foot Container Load	\$1,500
40 Foot Container Load	\$3,000

3. GSR also provides third-party logistics services to ship containers from remote locations. This service requires the client to prep and build the load and GSR to coordinate the freight forwarder and applicable shipping documents. The fee schedule is as follows.

20 Foot Container Load	\$400
40 Foot Container Load	\$600

4. GSR business hours are Monday through Thursday 8:00 am – 12:00 pm / 1:00 pm – 5:00 pm and Friday 8:00 am – 12:00 pm. We are closed to observe most federal holidays. The fee schedule to open our warehouse for business, outside of normal hours, is as follows.

Saturday/Sunday	\$100 / 1st Hour & \$50 each additional hour
Holiday	\$300 / 1st Hour & \$100 each additional hour