



Rubicon Logistics, Inc
14277 S.W. Greenfield Drive
Portland, Oregon 97224
www.rubiconlogistics.com
Toll Free: (877) 326-8821
Office: (503) 746-5499
Fax: (503) 914-1879
Cellular: (562) 400-0899

Shipping Your Vehicle Made Easy 4 Easy Steps

Step 1

- **Secure a price quote.**
- **Prepare your vehicle**
 - Ensure that gas tank is less than 1/4 full.
 - Remove any personal items from the vehicle.
 - If pick up needed, provide exact vehicle location.**

Step 2

- **Complete the TLG auto requirement form (for every shipment) with**
 - Complete Name, Address, Tel., Fax and email address of the sender along with Social security No. (for individuals) or Federal Tax Id No. (for Corporations),
 - Complete Name Address, Tel., Fax and email address of receiver overseas.
 - Complete year, Make, Model, VIN# and value of each vehicle.
- **Complete the Power of Attorney form (required just once)**
 - Needed for all shipments valued over \$2, 500.00
 - Original notarized copy is required by TLG for your first shipment.

Email or Fax completed forms along with copies of titles to info@rubiconlogistics.com or fax to 732-981-0111

- ****Complete Pick up form **** (if pick up is needed)

Step 3

- **Upon receipt of above completed forms, a Booking Label will be provided to you**
 - Tape Booking Label on the rear side windows of each vehicle.
 - Deliver the vehicle and the original title to the TLG location closest to you.

Step 4

- **Relax and rest assured that your vehicle is being handled with utmost care.**