

Expeditors Service Outsource/SOW

Out/Departing country:

1. Provides transportation to the airport with English speaking personnel. /driver(if not available, could sub-contract transportation)
2. Should possess an airport badge to go into secured areas.
3. Accompanies passenger (s) to Check-in luggage at the airline counter and to obtain boarding pass. (arranges for a porter to be available)
4. Handles pet's inspection/check in with Sanidad Animal and the airline (if any).
5. Accompanies passenger (s) to Check passport(s) with Immigration's officer and get it/them stamped.
6. Escorts traveler to the gate and have the boarding pass detached.
7. Waits at the airport until the airplane takes off.

In/Arriving to the country:

1. Provides transportation from the airport with English speaking personnel/driver. (if not available, could sub-contract transportation)
2. Should possess an airport badge to go into secured areas.

3. Picks up passenger (s) at the plane's gate.
4. Handles pet's inspection/clearance with "Sanidad Animal"(if any).
5. Accompanies passenger (s) to Check passport(s) with Immigration's officer and get it/them stamped.
6. Escorts traveler to the luggage area (arranges for a porter) to pick up baggage and clear it through customs.
7. Escorts traveler with passport(s) and luggage to the vehicle and makes sure traveler gets to its final destination/residence safely.