



## AGREEMENT AND SHIPPING INSTRUCTIONS - SEALIFT 2025

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STEP 1		GENERAL INFO		<a href="#">See Appendix - Step 1</a>
Consignee (Ship to) :		Customer (Invoice to) :		
Name:		Name:		
Address:		Address:		
City / Village:		City / Village:		
Province:	Postal Code:	Province:	Postal Code:	
Phone:		Phone:		
Contact :		Contact :		
Cell :		Cell :		
Email:		Email:		
Contact (emergency) :		Contact (emergency) :		
Cell :		Cell :		
Email:		Email:		

## STEP 2 PURCHASING [See Appendix - Step 2](#)

## Purchasing of Products

### Yourself or with Arctic Consultants

**Products description** *(General merchandise, non-perishable food, etc.)*

Description	Dimensions (LxLxH)	Quantity	Weight (KG)	Volume (M3)

**Fragile products (temperature, odors, soap or other)**

☐ Yes☐ No

**Special products (steel, big bag, tank, barrel)**

☐ Yes☐ No

## Order process (PO)

☐ Yes☐ No☐ Separated☐ Consolidated

**STEP 3****SHIPPING AND PACKAGING**[See Appendix - Step 3](#)

When would you like to ship your cargo? \_\_\_\_\_ (V1,V2 or V3 on the list)

Packaging of products ? ☐ Yes ☐ No

If yes, how ? Crate \_\_\_\_\_ Container \_\_\_\_\_ Strap \_\_\_\_\_ Other \_\_\_\_\_

Container (20 ft) Rental \_\_\_\_\_ Sale \_\_\_\_\_ Own \_\_\_\_\_ Quantity \_\_\_\_\_

**STEP 4****BOOKING OF SPACE AND OTHER SERVICES**

(based on the availability of space on the vessels)

[See Appendix - Step 4](#)

Booking of space ☐ Arctic Consultants ☐ Myself, reservation # \_\_\_\_\_  
Maritimes company \_\_\_\_\_

Total cubic meters (estimate) General Cargo \_\_\_\_\_ Containers \_\_\_\_\_ Vehicles \_\_\_\_\_ Hazardous material \_\_\_\_\_

Cargo Insurance ☐ Yes Value \$ \_\_\_\_\_ ☐ No

Vehicle, VTT,  
Boat, Trailer,  
Heavy or light  
equipment

Mark/Model/Year \_\_\_\_\_

serial # \_\_\_\_\_

Véhicule insurance ☐ Yes

☐ No

If yes, Value before tax : \$ \_\_\_\_\_

Type \_\_\_\_\_ UN \_\_\_\_\_ Class \_\_\_\_\_

Quantity \_\_\_\_\_

Type \_\_\_\_\_ UN \_\_\_\_\_ Class \_\_\_\_\_

Quantity \_\_\_\_\_

Type \_\_\_\_\_ UN \_\_\_\_\_ Class \_\_\_\_\_

Quantity \_\_\_\_\_

Site delivery ☐ Yes ☐ No (To the beach)

if Yes, we need address and contacts please \_\_\_\_\_

**Retro**

Do you plan a retro or lateral ? ☐ Yes ☐ No

if Yes, we need more details please \_\_\_\_\_

**Additional Information**

We will contact you if we need to obtain more details. Thank you for your valuable cooperation.

**STEP 5****PAYMENT (deposit)**[See Appendix - Step 5](#)

Electronic Funds Transfer (EFT)

Sent to: [mnormandin@arcticconsultants.ca](mailto:mnormandin@arcticconsultants.ca)

Credit card

Email address required to send the payment link : \_\_\_\_\_

Note: For the vehicles, we need a full payment in advance for the product and services charges to have your booking # .

Signature \_\_\_\_\_

Date (mm/dd/yyyy) \_\_\_\_\_

## ANNEXE

### STEP 1 - GENERAL INFO

**Consignee (Ship to) :** Please enter all the information needed about the consignee.  
**Customer (Invoice to) :** Please enter all the information needed for the invoice.

### STEP 2 - PURCHASING

**Purchase of products :** Please indicate whether you are purchasing the products or if this is being done by Arctic Consultants.

**Note for customers who makes their own purchases (marshalling\*)**

We kindly request you to facilitate our operations, deliver and consolidate your entire cargo within 72 hours (3 days) before crating with your full address and contact details.

\* Marshalling means that you do not buy your products from us but you use our Maritime packaging and Transportation services.

<b>Description:</b>	Please briefly describe the products you wish to send to the North in as much details as possible ( <b>dimensions, quantities, weight, volume, fragile or any other exceptions</b> )
<b>Order preparation and approval process :</b>	Please describe your process for approving and preparing supplier orders <b>separately or consolidated</b> between them and/or with another customer. If you have a product list or photos, please send it to us using this form.

### STEP 3 - SHIPPING AND PACKAGING

**Please find attached the list of the villages / communities served in Nunavik and Nunavut.**

#### First Sealift (V1)

Communities : Akulivik, Arviat, Aupaluk, Baker Lake, Chesterfield Inlet, Coral Harbour, Iqaluit, Inukjuak, Ivujivik, Kangiqsualujuaq, Kangiqsujuaq, Kangirsuk, Kimmirut, Kinngait (Cape Dorset), Kuujuaq, Kuujjuaraapik, Pangnirtung, Puvirnituq, Quaqtaq, Rankin Inlet, Salluit, Sanikiluaq, Tasiujaq, Umiujaq and Whale Cove.

Deadline: The deadline to bring your products to the packaging site is **May 26th, 2025**.

#### Second Sealift (V2)

Communities : Arctic Bay, Baker Lake, Bathurst Inlet, Cambridge Bay, Clyde River, Coral Harbour, Eureka, Gjoa Haven, Grise Fiord, Igloolik, Iqaluit, Kugaaruk, Kugluktuk, Kuujuaq, Naujaat (Repulse Bay), Pond Inlet, Qikiqtarjuaq, Rankin Inlet, Resolute Bay, Sanirajak (Hall Beach) and Taloyoak.

Deadline: The deadline to bring your products to the packaging site is **July 4th, 2025**.

#### Third Sealift (V3)

Communities : Akulivik, Arviat, Aupaluk, Baker Lake, Chesterfield Inlet, Coral Harbour, Iqaluit, Inukjuak, Ivujivik, Kangiqsualujuaq, Kangiqsujuaq, Kangirsuk, Kimmirut, Kinngait (Cape Dorset), Kuujuaq, Kuujjuaraapik, Naujaat (Repulse Bay), Pangnirtung, Puvirnituq, Quaqtaq, Rankin Inlet, Salluit, Sanikiluaq, Tasiujaq et Umiujaq and Whale Cove.

Deadline: The deadline to bring your products to the packaging site is **August 25th, 2025**.

Please let us know if you need our packaging services to prepare the orders in advance and meet the Maritimes requirements (crates, containers, straps or other (packaging guide) and comply with the regulations for dangerous goods (IMDG) [www.tc.gc.ca](http://www.tc.gc.ca)

**20ft Container options (crating is the option by default):**

Purchase: You want to buy a container with Arctic Consultants.

Yours: You already own a container and want to use it for transporting your cargo.

Rental: You wish to rent a container with Arctic Consultants (surcharges apply for shipping and returning the container on the same vessel or not). Please inquire for details.

#### STEP 4 - SPACE RESERVATION AND OTHER SERVICES

**Reservation of space and number of cubic meters (M3) required**

Please confirm whether we should handle the booking with the shipping companies, or if you prefer to do it yourself. We need to confirm the booking number and the shipping company in advance.

For space management and as indicated, we need to assess and obtain more details regarding the required cubic meters (M3) for cargo, the number of 20-foot containers, the vehicles, and the hazardous materials.

**Marine Insurance:**

Please let us know the insured value, which corresponds to the value of the goods and services before taxes.

Rates:

General merchandise	0,72 \$ / 100 \$ (Min 50 \$)
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Vehicles, machinery, and other heavy equipment	1,35 \$ / 100 \$ (Min 50 \$)
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**Delivery to Site:**

If you checked "Yes" in Step 4, your cargo will be delivered to the specified address, and fees will apply.

Please provide us with a contact person to ensure delivery. **Otherwise**, all goods will be delivered to the beach.

**Retrograde (Return or Lateral):**

Please inform us in advance if you plan to return goods to the South (or to another village laterally) this year. It is important to reserve **in advance** and provide the necessary documents to the shipping companies.

#### STEP 5 - SEALIFT DEPOSIT

A non-refundable deposit of \$500 is required to reserve your space on the boat.

In case of non-payment, the reservation will not be made.

**Electronic Funds Transfer (EFT):**

Please send the deposit to the following address: [mnormandin@arcticconsultants.ca](mailto:mnormandin@arcticconsultants.ca)

If a question-answer is required:

Question: Arctic Consultants

Answer: Your client number. (Example: A1234)

**Credit Card:**

Email address required to send the payment link.

An electronic receipt will be sent to you after the payment is made.