



Shipping with NAVIVAN CORP is as easy as 1, 2, 3...

1.) **Set your self up as a customer: (No Fee)**

All you need to do is send an email to: encomiendas@navivan.com providing us with your full name, address, telephone number as well as the full name, address and telephone number of who will be receiving the shipment in Honduras.

We will also need for you to provide us with a copy of an ID (Honduran or U.S. Passport), and credit card information along with a credit card authorization form.

2.) **Deliver your cargo as follows:**

Senders' name/recipient's name **(if both are not the same)**
C/O NAVIVAN
200 Crofton Road
Bldg: 10-B
Kenner, LA. 70062

When placing your order with Amazon, UPS, FedEx or USPS, in the Special Instructions Section of the order, please write: **Delivery to be made Monday thru Friday 8:30AM to 4:30 PM

3.) **Receiving, Processing and Shipping of your orders:**

Cargo will be processed daily, invoiced, **charged to credit card on file**, and shipped on the next available sailing. Your invoice will include all tracking numbers corresponding to that invoice/shipment.

We cut-off every Wednesday for that week's sailing, any orders received after Wednesday will not sail until the following week. **(We are no longer offering the consolidation of multiple day deliveries).**

*****A Packing list is required to ship your cargo. (Details of contents in each package)**

Shipping Fee: \$1.00/ pound with a Minimum Charge of \$25.00 per invoice/shipment, **(Rate does not apply to Furniture, Large Electronics & Over Dimensional Items)**. Rate is from our facility in Kenner, LA delivered to the freight boat in La Ceiba, destined for Utila/Roatan. Customer pays the freight boat directly for the shipping from La Ceiba to Utila/Roatan.

Additional Fees:

5% credit card payment fee that will be added to your invoice

\$3.00/ Package Processing and Security Fee

\$10.00/ Package Plastic Wrapping **(applicable only if requested by customer)**