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## Brampton Export Reservations Checklist

- Get Export Reservation
  - Request by email to [imx-osm@cn.ca](mailto:imx-osm@cn.ca) prior to 11:00 two business days before cut off.
  - Include:
    - ✓ Booking Number to be dropped
    - ✓ Quantity of reservations required for that booking number
    - ✓ Day of arrival at terminal and terminal of origin
    - ✓ Unit length
    - ✓ Rail destination and/or port of loading
  - One reservation per container is required
- Get Gate Appointment
  - Use on-line Gate Appointment system (opens 10:30 business day prior)
  - Appointment must be booked for day of export reservation
  - One Gate Appointment required per driver
- At Ingate Booth
  - Present completed Brampton Gate Template
- Cancellations for Export Reservations must be made prior to 10:00 day prior to reservation date without penalty.
- Cancellations for Gate Appointments must be made at least to 2 hours prior to gate appointment time without penalty.

**Dropping an export container (empty or loaded) requires an Export Reservation and a Gate Appointment (whether or not an import container is picked up).**

**Picking up an import container (without dropping anything) requires only a gate appointment.**