
Important Information for when you move

This pamphlet includes:

- ▶ **Your Rights and Responsibilities When You Move**
- ▶ **Ready to Move? Tips for a Successful Interstate Move...**
- ▶ **Atlas Van Lines Dispute Settlement Program & Customer Complaint and Inquiry Handling Procedures**
- ▶ **Valuation Options: What's Right for You?**
- ▶ **Customer Responsibilities Guide / High Value Inventory Form**
- ▶ **Terms and Conditions of the Bill of Lading**



integrity | quality | solutions

Contents

Listed below are documents, provided to you by Atlas, detailing vital information about your move. Please review these documents so you are able to make informed decisions about your move.

Your Rights and Responsibilities When You Move	
What is Included in This Guide?	1
Why Was I Given This Guide?	1
What Are the Most Important Points I Should Remember From This Guide?	1
What If I Have More Questions?	2
Subpart A—General Requirements	2
Subpart B—Before Requesting Services From Any Mover	3
Subpart C—Service Options Provided	7
Subpart D—Estimating Charges	7
Subpart E—Pickup of My Shipment of Household Goods	9
Subpart F—Transportation of My Shipment	13
Subpart G—Delivery of My Shipment	14
Subpart H—Collection of Charges	15
Subpart I—Resolving Disputes With My Mover	16
Ready to Move? Tips for a Successful Interstate Move	17
Atlas Van Lines Dispute Settlement Program & Customer Complaint and Inquiry Procedure	19
Valuation Options: What’s Right for You?	21
Customer Responsibilities Guide / High Value Inventory Form	23
Terms and Conditions of the Bill of Lading	25

Notice of the Availability of Applicable Tariff Sections

The sections of Atlas’ tariffs applicable to your estimate of charges are available for your examination at Atlas’ general offices, 1212 St. George Road, P.O. Box 509, Evansville, IN 47703-0509. You may have copies of the applicable sections sent to you upon request to Atlas’ general offices by mail at the address above or by phone to (800) 252-8885 or (812) 424-2222.

YOUR RIGHTS AND RESPONSIBILITIES WHEN YOU MOVE

(OMB No. 2126-0025)

Furnished by Your Mover, as Required by Federal Law • Authority: 49 U.S.C. 13301, 13704, 13707, and 14104; 49 CFR 1.73.

What Is Included in This Guide?

In this guide, you will find a discussion of each of these topics:

Why Was I Given This Guide?

What Are the Most Important Points I Should Remember From This Guide?

What If I Have More Questions?

Subpart A—General Requirements

- Who must follow the regulations?
- What definitions are used in this guide?
- Where may other terms used in this guide be defined?

Subpart B—Before Requesting Services From Any Mover

- What is my mover's normal liability for loss or damage when my mover accepts goods from me?
- What actions by me limit or reduce my mover's normal liability?
- What are dangerous or hazardous materials that may limit or reduce my mover's normal liability?
- May my mover have agents?
- What items must be in my mover's advertisements?
- How must my mover handle complaints and inquiries?
- Do I have the right to inspect my mover's tariffs (schedules of charges) applicable to my move?
- Must my mover have an arbitration program?
- Must my mover inform me about my rights and responsibilities under Federal law?
- What other information must my mover provide to me?
- How must my mover collect charges?
- May my mover collect charges upon delivery?
- May my mover extend credit to me?
- May my mover accept charge or credit cards for my payments?

Subpart C—Service Options Provided

- What service options may my mover provide?
- If my mover sells liability insurance coverage, what must my mover do?

Subpart D—Estimating Charges

- Must my mover estimate the transportation and accessorial charges for my move?
- How must my mover estimate charges under the regulations?
- What payment arrangements must my mover have in place to secure delivery of my household goods shipment?

Subpart E—Pickup of My Shipment of Household Goods

- Must my mover write up an order for service?
- Must my mover write up an inventory of the shipment?
- Must my mover write up a bill of lading?
- Should I reach an agreement with my mover about pickup and delivery times?
- Must my mover determine the weight of my shipment?
- How must my mover determine the weight of my shipment?
- What must my mover do if I want to know the actual weight or charges for my shipment before delivery?

Subpart F—Transportation of My Shipment

- Must my mover transport the shipment in a timely manner?
- What must my mover do if it is able to deliver my shipment more than 24 hours before I am able to accept delivery?
- What must my mover do for me when I store household goods in transit?

Subpart G—Delivery of My Shipment

- May my mover ask me to sign a delivery receipt purporting to release it from liability?
- What is the maximum collect-on-delivery amount my mover may demand I pay at the time of delivery?
- If my shipment is transported on more than one vehicle, what charges may my mover collect at delivery?
- If my shipment is partially or totally lost or destroyed, what charges may my mover collect at delivery?
- How must my mover calculate the charges applicable to the shipment as delivered?

Subpart H—Collection of Charges

- Does this subpart apply to most shipments?
- How must my mover present its freight or expense bill to me?
- If I forced my mover to relinquish a collect-on-delivery shipment before the payment of ALL charges, how must my mover collect the balance?
- What actions may my mover take to collect from me the charges upon its freight bill?
- Do I have a right to file a claim to recover money for property my mover lost or damaged?

Subpart I—Resolving Disputes With My Mover

- What may I do to resolve disputes with my mover?

Why Was I Given This Guide?

The Federal Motor Carrier Safety Administration's (FMCSA) regulations protect consumers on interstate moves and define the rights and responsibilities of consumers and household goods carriers.

The household goods carrier (mover) gave you this booklet to provide information about your rights and responsibilities as an individual shipper of household goods. Your primary responsibility is to select a reputable household goods carrier, ensure that you understand the terms and conditions of the contract, and understand and pursue the remedies that are available to you in case problems arise. You should talk to your mover if you have further questions. The mover will also furnish you with additional written information describing its procedure for handling your questions and complaints and a telephone number you can call to obtain additional information about your move.

What Are the Most Important Points I Should Remember From This Guide?

1. Movers must give written estimates.
2. Movers may give binding estimates.
3. Non-binding estimates are not always accurate; actual charges may exceed the estimate.
4. If your mover provides you (or someone representing you) with

any partially complete document for your signature, you should verify the document is as complete as possible before signing it. Make sure the document contains all relevant shipping information, except the actual shipment weight and any other information necessary to determine the final charges for all services performed.

5. You may request from your mover the availability of guaranteed pickup and delivery dates.
6. Be sure you understand the mover's responsibility for loss or damage, and request an explanation of the difference between valuation and actual insurance.
7. You have the right to be present each time your shipment is weighed.
8. You may request a reweigh of your shipment.
9. If you agree to move under a non-binding estimate, you should confirm with your mover—in writing—the method of payment at delivery as cash, certified check, cashier's check, money order, or credit card.
10. Movers must offer a dispute settlement program as an alternative means of settling loss or damage claims. Ask your mover for details.
11. You should ask the person you speak to whether he or she works for the actual mover or a household goods broker. A household goods broker only arranges for the transportation. A household goods broker must not represent itself as a mover. A household goods broker does not own trucks of its own. The broker is required to find an authorized mover to provide the transportation. You should know that a household goods broker generally has no authority to provide you an estimate on behalf of a specific mover. If a household goods broker provides you an estimate, it may not be binding on the actual mover and you may have to pay the actual charges the mover assesses. A household goods broker is not responsible for loss or damage.
12. You may request complaint information about movers from the Federal Motor Carrier Safety Administration under the Freedom of Information Act (FOIA). You may be assessed a fee to obtain this information. See 49 CFR Part 7 for the schedule of fees.
13. You should seek estimates from at least three different movers. You should not disclose any information to the different movers about their competitors, as it may affect the accuracy of their estimates.

What If I Have More Questions?

If this guide does not answer all of your questions about your move, do not hesitate to ask your mover's representative who handled the arrangements for your move, the driver who transports your shipment, or the mover's main office for additional information.

Subpart A—General Requirements

The primary responsibility for your protection lies with you in selecting a reputable household goods carrier, ensuring you understand the terms and conditions of your contract with your mover, and understanding and pursuing the remedies that are available to you in case problems arise.

Who Must Follow the Regulations?

The regulations inform motor carriers engaged in the interstate transportation of household goods (movers) what standards they must follow when offering services to you. You, an individual shipper, are not directly subject to the regulations. However, your mover may be required by the regulations to force you to pay on time. The regulations only apply to your mover when the mover transports your household goods by motor vehicle in interstate commerce - that is, when you are moving from one State to another. The regulations do not apply when your interstate move takes place within a single commercial zone. A

commercial zone is roughly equivalent to the local metropolitan area of a city or town. For example, a move between Brooklyn, NY, and Hackensack, NJ, would be considered to be within the New York City commercial zone and would not be subject to these regulations. Commercial zones are defined in 49 CFR Part 372.

What Definitions Are Used in This Guide?

Accessorial (Additional) Services—These are services such as packing, appliance servicing, unpacking, or piano stair carries that you request to be performed (or that are necessary because of landlord requirements or other special circumstances). Charges for these services may be in addition to the line haul charges.

Advanced Charges—These are charges for services performed by someone other than the mover. A professional, craftsman, or other third party may perform these services at your request. The mover pays for these services and adds the charges to your bill of lading charges.

Advertisement—This is any communication to the public in connection with an offer or sale of any interstate household goods transportation service. This will include written or electronic database listings of your mover's name, address, and telephone number in an on-line database. This excludes listings of your mover's name, address, and telephone number in a telephone directory or similar publication. However, Yellow Pages advertising is included within the definition.

Agent—A local moving company authorized to act on behalf of a larger, national company.

Appliance Service by Third Party—The preparation of major electrical appliances to make them safe for shipment. Charges for these services may be in addition to the line haul charges.

Bill of Lading—The receipt for your goods and the contract for their transportation.

Carrier—The mover transporting your household goods.

Cash on Delivery (COD)—This means payment is required at the time of delivery at the destination residence (or warehouse).

Certified Scale—Any scale designed for weighing motor vehicles, including trailers or semi-trailers not attached to a tractor, and certified by an authorized scale inspection and licensing authority. A certified scale may also be a platform or warehouse type scale that is properly inspected and certified.

Estimate, Binding—This is a written agreement made in advance with your mover. It guarantees the total cost of the move based upon the quantities and services shown on the estimate.

Estimate, Non-Binding—This is what your mover believes the cost will be, based upon the estimated weight of the shipment and the accessorial services requested. A non-binding estimate is not binding on the mover. The final charges will be based upon the actual weight of your shipment, the services provided, and the tariff provisions in effect.

Expedited Service—This is an agreement with the mover to perform transportation by a set date in exchange for charges based upon a higher minimum weight.

Flight Charge—A charge for carrying items up or down flights of stairs. Charges for these services may be in addition to the line haul charges.

Guaranteed Pickup and Delivery Service—An additional level of service featuring guaranteed dates of service. Your mover will provide reimbursement to you for delays. This premium service is often subject to minimum weight requirements.

High Value Article—These are items included in a shipment valued at more than \$100 per pound (\$220 per kilogram).

Household Goods, as used in connection with transportation, means the personal effects or property used, or to be used, in a dwelling, when part of the equipment or supplies of the dwelling. Transportation of the household goods must be arranged and paid for by you or by another individual on your behalf. This may include items moving from a factory or store when you purchase them to use in your dwelling. You must

request that these items be transported, and you (or another individual on your behalf) must pay the transportation charges to the mover.

Household Goods Motor Carrier means a motor carrier that, in the ordinary course of its business of providing transportation of household goods, offers some or all of the following additional services: (1) Binding and non-binding estimates, (2) Inventorying, (3) Protective packing and unpacking of individual items at personal residences, and (4) Loading and unloading at personal residences. The term does not include a motor carrier when the motor carrier provides transportation of household goods in containers or trailers that are entirely loaded and unloaded by an individual (other than an employee or agent of the motor carrier).

Individual Shipper—Any person who—

1. is the shipper, consignor, or consignee of a household goods shipment;
2. is identified as the shipper, consignor, or consignee on the face of the bill of lading;
3. owns the goods being transported; and
4. pays his or her own tariff transportation charges.

Impracticable Operations generally refer to services required when operating conditions make it physically impossible for the carrier to perform pickup or delivery with its normally assigned road-haul equipment; requires the use of smaller equipment and/or additional labor to complete pickup or delivery of a shipment. A mover may require payment of additional charges for impracticable operations, even if you do not request these services. The specific services considered to be impracticable operations by your mover are defined in your mover's tariff.

Inventory—The detailed descriptive list of your household goods showing the number and condition of each item.

Line Haul Charges—The charges for the vehicle transportation portion of your move. These charges, if separately stated, apply in addition to the accessorial service charges.

Long Carry—A charge for carrying articles excessive distances between the mover's vehicle and your residence. Charges for these services may be in addition to the line haul charges.

May—An option. You or your mover may do something, but it is not a requirement.

Mover—A motor carrier engaged in the transportation of household goods and its household goods agents.

Must—A legal obligation. You or your mover must do something.

Order for Service—The document authorizing the mover to transport your household goods.

Order (Bill of Lading) Number—The number used to identify and track your shipment.

Peak Season Rates—Higher line haul charges applicable during the summer months.

Pickup and Delivery Charges—Separate transportation charges applicable for transporting your shipment between the storage-in-transit warehouse and your residence.

Reasonable Dispatch—The performance of transportation on the dates, or during the period of time, agreed upon by you and your mover and shown on the Order for Service/Bill of Lading. For example, if your mover deliberately withholds any shipment from delivery after you offer to pay the binding estimate or 110 percent of a non-binding estimate, plus any charges for additional services you requested or permissible charges for impracticable operations that were not included in the estimate, your mover has not transported the goods with reasonable dispatch. The term "reasonable dispatch" excludes transportation provided under your mover's tariff provisions requiring guaranteed service dates. Your mover will have the defense of force majeure, i.e., that the contract cannot be performed owing to causes that are outside the control of the parties and that could not be avoided by exercise of due care.

Should—A recommendation. We recommend you or your mover do something, but it is not a requirement.

Shuttle Service—The use of a smaller vehicle to provide service to residences not accessible to the mover's normal line haul vehicles.

Storage-In-Transit (SIT)—The temporary warehouse storage of your shipment pending further transportation, with or without notification to you. If you (or someone representing you) cannot accept delivery on the agreed-upon date or within the agreed upon time period (for example, because your home is not quite ready to occupy), your mover may place your shipment into SIT without notifying you. In those circumstances, you will be responsible for the added charges for SIT service, as well as the warehouse handling and final delivery charges. However, your mover also may place your shipment into SIT if your mover was able to make delivery before the agreed-upon date (or before the first day of the agreed-upon delivery period), but you did not concur with early delivery. In those circumstances, your mover must notify you immediately of the SIT, and your mover is fully responsible for redelivery charges, handling charges, and storage charges.

Surface Transportation Board—An agency within the U.S. Department of Transportation that regulates household goods carrier tariffs, among other responsibilities. The Surface Transportation Board's address is 1925 K Street, NW, Washington, DC 20423-0001 Tele. 202-565-1674.

Tariff—An issuance (in whole or in part) containing rates, rules, regulations, classifications, or other provisions. The Surface Transportation Board requires that a tariff contain three specific items. First, an accurate description of the services the mover offers to the public. Second, the specific applicable rates (or the basis for calculating the specific applicable rates) and service terms for services offered to the public. Third, the mover's tariff must be arranged in a way that allows you to determine the exact rate(s) and service terms applicable to your shipment.

Valuation—The degree of worth of the shipment. The valuation charge compensates the mover for assuming a greater degree of liability than is provided for in its base transportation charges.

Warehouse Handling—A charge may be applicable each time SIT service is provided. Charges for these services may be in addition to the line haul charges. This charge compensates the mover for the physical placement and removal of items within the warehouse.

We, Us, and Our—The Federal Motor Carrier Safety Administration (FMCSA).

You and Your—You are an individual shipper of household goods. You are a consignor or consignee of a household goods shipment and your mover identifies you as such in the bill of lading contract. You own the goods being transported and pay the transportation charges to the mover.

Where May Other Terms Used In This Guide Be Defined?

You may find other terms used in this guide defined in 49 U.S.C. 13102. The statute controls the definitions in this guide. If terms are used in this guide and the terms are defined neither here nor in 49 U.S.C. 13102, the terms will have the ordinary practical meaning of such terms.

Subpart B—Before Requesting Services From Any Mover What Is My Mover's Normal Liability for Loss or Damage When My Mover Accepts Goods From Me?

In general, your mover is legally liable for loss or damage that occurs during performance of any transportation of household goods and of all related services identified on your mover's lawful bill of lading.

Your mover is liable for loss of, or damage to, any household goods to the extent provided in the current Surface Transportation Board's Released Rates Order. You may obtain a copy of the current Released

Rates Order by contacting the Surface Transportation Board at the address provided under the definition of the Surface Transportation Board. The rate may be increased annually by your mover based on the U.S. Department of Commerce's Cost of Living Adjustment. Your mover may have additional liability if your mover sells liability insurance to you.

All moving companies are required to assume liability for the value of the goods transported. However, there are different levels of liability, and you should be aware of the amount of protection provided and the charges for each option.

Basically, most movers offer two different levels of liability under the terms of their tariffs and the Surface Transportation Board's Released Rates Orders. These orders govern the moving industry.

Full Value Protection (FVP)—This is the most comprehensive option available for the protection of your goods. **Unless you waive full value protection in writing and agree to Released Value Protection as described below, your shipment will be transported under your mover's FULL (REPLACEMENT) VALUE level of liability.** If any article is lost, destroyed or damaged while in your mover's custody, your mover will, at its option, either 1) repair the article to the extent necessary to restore it to the same condition as when it was received by your mover, or pay you for the cost of such repairs; 2) replace the article with an article of like kind; or 3) pay you for the cost of a replacement article at the current market replacement value, regardless of the age of the lost or damaged article. Your mover will charge you for this level of protection, or you may select the alternative level of liability described below.

The cost for FVP is based on the value that you place on your shipment; for example, the valuation charge for a shipment valued at \$25,000 would be about \$250.00. However, the exact cost for full value protection may vary by mover and may be further subject to various deductible levels of liability that may reduce your cost. Ask your mover for the details and cost of its specific plan.

Under the FVP level of liability, movers are permitted to limit their liability for loss or damage to articles of extraordinary value, unless you specifically list these articles on the shipping documents. An article of extraordinary value is any item whose value exceeds \$100 per pound (for example, jewelry, silverware, china, furs, antiques, oriental rugs and computer software). Ask your mover for a complete explanation of this limitation before your move. It is your responsibility to study this provision carefully and to make the necessary declaration.

Release Value of 60 Cents Per Pound Per Article. This is the most economical protection option available; however, this no-cost option provides only minimal protection. Under this option, the mover assumes liability for no more than 60 cents per pound, per article. Loss or damage claims are settled based on the weight of the article multiplied by 60 cents per pound. For example, if a 10-pound stereo component, valued at \$1,000 were lost or destroyed, the mover would be liable for no more than \$6.00 (10 pounds x 60 cents per pound). Obviously, you should think carefully before agreeing to such an arrangement. There is no extra charge for this minimal protection, but you must sign a specific statement on the bill of lading agreeing to it. If you do not select this alternative level of liability, your shipment will be transported at the Full (Replacement) Value level of liability and you will be assessed the applicable valuation charge.

These two levels of liability are not insurance agreements that are governed by State insurance laws, but instead are contractual tariff levels of liability authorized under Released Rates Orders of the Surface

Transportation Board of the U.S. Department of Transportation.

In addition to these options, some movers may also offer to sell, or procure for you, separate liability insurance from a third-party insurance company when you release your shipment for transportation at the minimum released value [60 cents per pound (\$1.32 per kilogram) per article]. This is not valuation coverage governed by Federal law, but optional insurance regulated under State law. If you purchase this separate coverage and your mover is responsible for loss or damage, the mover is liable only for an amount not exceeding 60 cents per pound (\$1.32 per kilogram) per article, and the balance of the loss is recoverable from the insurance company up to the amount of insurance purchased. The mover's representative can advise you of the availability of such liability insurance, and the cost.

If you purchase liability insurance from or through your mover, the mover is required to issue a policy or other written record of the purchase and to provide you with a copy of the policy or other document at the time of purchase. If the mover fails to comply with this requirement, the mover becomes fully liable for any claim for loss or damage attributed to its negligence.

What Actions by Me Limit or Reduce My Mover's Normal Liability?

Your actions may limit or reduce your mover's normal liability under the following three circumstances:

1. You include perishable, dangerous, or hazardous materials in your household goods without your mover's knowledge.
2. You choose the alternative level of liability (60 cents per pound per article) but ship household goods valued at more than 60 cents per pound (\$1.32 per kilogram) per article.
3. You fail to notify your mover in writing of articles valued at more than \$100 per pound (\$220 per kilogram). (If you do notify your mover, you will be entitled to full recovery up to the declared value of the article or articles, not to exceed the declared value of the entire shipment.)

What Are Dangerous or Hazardous Materials That May Limit or Reduce My Mover's Normal Liability?

Federal law forbids you to ship hazardous materials in your household goods boxes or luggage without informing your mover. A violation can result in five years' imprisonment and penalties of \$250,000 or more (49 U.S.C. 5124). You could also lose or damage your household goods by fire, explosion, or contamination.

If you offer hazardous materials to your mover, you are considered a hazardous materials shipper and must comply with the hazardous materials requirements in 49 CFR Parts 171, 172, and 173, including but not limited to package labeling and marking, shipping papers, and emergency response information. Your mover must comply with 49 CFR Parts 171, 172, 173, and 177 as a hazardous materials carrier.

Hazardous materials include explosives, compressed gases, flammable liquids and solids, oxidizers, poisons, corrosives, and radioactive materials. Examples: Nail polish remover, paints, paint thinners, lighter fluid, gasoline, fireworks, oxygen bottles, propane cylinders, automotive repair and maintenance chemicals, and radio-pharmaceuticals.

There are special exceptions for small quantities (up to 70 ounces total) of medicinal and toilet articles carried in your household goods and certain smoking materials carried on your person. For further information, contact your mover.

May My Mover Have Agents?

Yes, your mover may have agents. If your mover has agents, your mover

must have written agreements with its prime agents. Your mover and its retained prime agent must sign their agreements. Copies of your mover's prime agent agreements must be in your mover's files for a period of at least 24 months following the date of termination of each agreement.

What Items Must Be in My Mover's Advertisements?

Your mover must publish and use only truthful, straightforward, and honest advertisements. Your mover must include certain information in all advertisements for all services (including any accessorial services incidental to or part of interstate transportation). Your mover must require each of its agents to include the same information in its advertisements. The information must include the following two pieces of information about your mover:

1. Name or trade name of the mover under whose US DOT number the advertised service will originate.
2. US DOT number, assigned by FMCSA, authorizing your mover to operate. Your mover must display the information as: US DOT No. (assigned number).

You should compare the name or trade name of the mover and its US DOT number to the name and US DOT number on the sides of the truck(s) that arrive at your residence. The names and numbers should be identical. If the names and numbers are not identical, you should ask your mover immediately why they are not. You should not allow the mover to load your household goods on its truck(s) until you obtain a satisfactory response from the mover's local agent. The discrepancies may warn of problems you will have later in your business dealings with this mover.

How Must My Mover Handle Complaints and Inquiries?

All movers are expected to respond promptly to complaints or inquiries from you, the customer. Should you have a complaint or question about your move, you should first attempt to obtain a satisfactory response from the mover's local agent, the sales representative who handled the arrangements for your move, or the driver assigned to your shipment.

If for any reason you are unable to obtain a satisfactory response from one of these persons, you should then contact the mover's principal office. When you make such a call, be sure to have available your copies of all documents relating to your move. *Particularly important is the number assigned to your shipment by your mover.*

Interstate movers are also required to offer neutral arbitration as a means of resolving consumer disputes involving loss of or damage to your household goods shipment and disputes regarding charges that your mover billed in addition to those collected at delivery. Your mover is required to provide you with information regarding its arbitration program. You have the right to pursue court action under 49 U.S.C. 14706 to seek judicial redress directly rather than participate in your mover's arbitration program.

All interstate moving companies are required to maintain a complaint and inquiry procedure to assist their customers. At the time you make the arrangements for your move, you should ask the mover's representative for a description of the mover's procedure, the telephone number to be used to contact the mover, and whether the mover will pay for such telephone calls.

Your mover's procedure must include the following four things:

1. A communications system allowing you to communicate with your mover's principal place of business by telephone.

2. A telephone number.
3. A clear and concise statement about who must pay for complaint and inquiry telephone calls.
4. A written or electronic record system for recording all inquiries and complaints received from you by any means of communication.

Your mover must give you a clear and concise written description of its procedure. You may want to be certain that the system is in place.

Do I Have the Right to Inspect My Mover's Tariffs (Schedules of Charges) Applicable to My Move?

Federal law requires your mover to advise you of your right to inspect your mover's tariffs (its schedules of rates or charges) governing your shipment. Mover's tariffs are made a part of the contract of carriage (bill of lading) between you and the mover. You may inspect the tariff at the mover's facility, or, upon request, the mover will furnish you a free copy of any tariff provision containing the mover's rates, rules, or charges governing your shipment.

Tariffs may include provisions limiting the mover's liability. This would generally be described in a section on declaring value on the bill of lading. A second tariff provision may set the periods for filing claims. This would generally be described in Section 6 on the reverse side of a bill of lading. A third tariff provision may reserve your mover's right to assess additional charges for additional services performed. For non-binding estimates, another tariff provision may base charges upon the exact weight of the goods transported. Your mover's tariff may contain other provisions that apply to your move. Ask your mover what they might be, and request a copy.

Must My Mover Have an Arbitration Program?

Your mover must have an arbitration program for your use in resolving disputes concerning loss or damage to your household goods and disputes regarding charges that were billed to you in addition to those collected at delivery of your shipment. You have the right not to participate in the arbitration program. You may pursue court action under 49 U.S.C. 14706 to seek judicial remedies directly. Your mover must establish and maintain an arbitration program with the following 11 minimum elements:

1. The arbitration program offered to you must prevent your mover from having any special advantage because you live or work in a place distant from the mover's principal or other place of business.
2. Before your household goods are tendered for transport, your mover must provide notice to you of the availability of neutral arbitration, including the following three things:
 - a. A summary of the arbitration procedure.
 - b. Any applicable costs.
 - c. A disclosure of the legal effects of electing to use arbitration.
3. Upon your request, your mover must provide information and forms it considers necessary for initiating an action to resolve a dispute under arbitration.
4. Each person authorized to arbitrate must be independent of the parties to the dispute and capable of resolving such disputes fairly and expeditiously. Your mover must ensure the arbitrator is authorized and able to obtain from you or your mover any material or relevant information to carry out a fair and expeditious decision-making process.
5. You must not be required to pay more than one-half of the arbitration's cost. The arbitrator may determine the percentage of payment of the costs for each party in the arbitration decision, but must not make you pay more than half.
6. Your mover must not require you to agree to use arbitration before a dispute arises.

7. You and your mover will be bound by arbitration for claims of \$10,000 or less if you request arbitration.
8. You and your mover will be bound by arbitration for claims of more than \$10,000 only if you request arbitration and your mover agrees to it.
9. If you and your mover both agree, the arbitrator may provide for an oral presentation of a dispute by a party or representative of a party.
10. The arbitrator must render a decision within 60 days of receipt of written notification of the dispute, and a decision by an arbitrator may include any remedies appropriate under the circumstances.
11. The 60-day period may be extended for a reasonable period if you fail, or your mover fails, to provide information in a timely manner. Your mover must produce and distribute a concise, easy-to-read, accurate summary of its arbitration program.

Must My Mover Inform Me About My Rights and Responsibilities Under Federal Law?

Yes, your mover must inform you about your rights and responsibilities under Federal law. Your mover must produce and distribute this document. It should be in the general order and contain the text of Appendix A to 49 CFR Part 375.

What Other Information Must My Mover Provide To Me?

At the time your mover provides a written estimate, it must provide you with a copy of the Department of Transportation publication FMCSA-ESA-03-005 (or its successor publication) entitled "Ready to Move?". Before your mover executes an order for service for a shipment of household goods, your mover must furnish you with the following four documents:

1. The contents of Appendix A, "Your Rights and Responsibilities When You Move" - this guide.
2. A concise, easy-to-read, accurate summary of your mover's arbitration program.
3. A notice of availability of the applicable sections of your mover's tariff for the estimate of charges, including an explanation that you may examine the tariff sections or have copies sent to you upon request.
4. A concise, easy-to-read, accurate summary of your mover's customer complaint and inquiry handling procedures. Included in this summary must be the following two items:
 - a. The main telephone number you may use to communicate with your mover.
 - b. A clear and concise statement concerning who must pay for telephone calls. Your mover may, at its discretion, provide additional information to you.

How Must My Mover Collect Charges?

Your mover must issue you an honest, truthful freight or expense bill for each shipment transported. Your mover's freight or expense bill must contain the following 17 items:

1. Name of the consignor.
2. Name of the consignees.
3. Date of the shipment.
4. Origin point.
5. Destination points.
6. Number of packages.
7. Description of the freight.
8. Weight of the freight (if your shipment is moved under a non-binding estimate).
9. Exact rate(s) assessed.
10. Disclosure of the actual rates, charges, and allowances for the transportation service, when your mover electronically presents or

transmits freight or expense bills to you. These rates must be in accordance with the mover's applicable tariff.

11. An indication of whether adjustments may apply to the bill.
12. Total charges due and acceptable methods of payment.
13. The nature and amount of any special service charges.
14. The points where special services were rendered.
15. Route of movement and name of each mover participating in the transportation.
16. Transfer points where shipments moved.
17. Address where you must pay or address of bill issuer's principal place of business.

Your mover must present its freight or expense bill to you within 15 days of the date of delivery of a shipment at its destination. The computation of time excludes Saturdays, Sundays, and Federal holidays. If your mover lacks sufficient information to compute its charges, your mover must present its freight bill for payment within 15 days of the date when sufficient information does become available.

May My Mover Collect Charges Upon Delivery?

Yes. Your mover must specify the form of payment acceptable at delivery when the mover prepares an estimate and order for service. The mover and its agents must honor the form of payment at delivery, except when you mutually agree to a change in writing. The mover must also specify the same form of payment when it prepares your bill of lading, unless you agree to a change. See also "May my mover accept charge or credit cards for my payments?"

You must be prepared to pay 10 percent more than the estimated amount, if your goods are moving under a non-binding estimate. Every collect-on-delivery shipper must have available 110 percent of the estimate at the time of delivery. In addition, your mover may also collect at delivery the cost of any additional services that you requested after the contract with your mover was executed that were not included in the estimate, and the charges for impracticable operations needed to accomplish delivery, as defined by the carrier's tariff. Additional charges collected at delivery for impracticable operations may not exceed 15 percent of all other charges due at delivery. You must pay all remaining charges for impracticable operations within 30 days after you receive the mover's freight bill.

May My Mover Extend Credit to Me?

Extending credit to you is not the same as accepting your charge or credit card(s) as payment. Your mover may extend credit to you in the amount of the tariff charges. If your mover extends credit to you, your mover becomes like a bank offering you a line of credit, whose size and interest rate are determined by your ability to pay its tariff charges within the credit period. Your mover must ensure you will pay its tariff charges within the credit period. Your mover may relinquish possession of freight before you pay its tariff charges, at its discretion.

The credit period must begin on the day following presentation of your mover's freight bill to you. Under Federal regulation, the standard credit period is 7 days, excluding Saturdays, Sundays, and Federal holidays. Your mover must also extend the credit period to a total of 30 calendar days if the freight bill is not paid within the 7-day period. A service charge equal to one percent of the amount of the freight bill, subject to a \$20 minimum, will be assessed for this extension and for each additional 30-day period the charges go unpaid.

Your failure to pay within the credit period will require your mover to determine whether you will comply with the Federal household goods transportation credit regulations in good faith in the future before

extending credit again.

May My Mover Accept Charge or Credit Cards for My Payments?

Your mover may allow you to use a charge or credit card for payment of the freight charges. Your mover may accept charge or credit cards whenever you ship with it under an agreement and tariff requiring payment by cash or cash equivalents. Cash equivalents are a certified check, money order, or cashier's check (a check that a financial institution—bank, credit union, savings and loan—draws upon itself and that is signed by an officer of the financial institution).

If your mover allows you to pay for a freight or expense bill by charge or credit card, your mover deems such a payment to be equivalent to payment by cash, certified check, or cashier's check. It must note in writing on the order for service and the bill of lading whether you may pay for the transportation and related services using a charge or credit card. You should ask your mover at the time the estimate is written whether it will accept charge or credit cards at delivery.

The mover must specify what charge or credit cards it will accept, such as American Express™, Discover™, MasterCard™, or Visa™. If your mover agrees to accept payment by charge or credit card, you must arrange with your mover for the delivery only at a time when your mover can obtain authorization for your credit card transaction. If you cause a charge or credit card issuer to reverse a transaction, your mover may consider your action tantamount to forcing your mover to provide an involuntary extension of its credit.

Subpart C—Service Options Provided

What Service Options May My Mover Provide?

Your mover may provide any service options it chooses. It is customary for movers to offer several price and service options.

The total cost of your move may increase if you want additional or special services. Before you agree to have your shipment moved under a bill of lading providing special service, you should have a clear understanding with your mover of what the additional cost will be. You should always consider whether other movers might provide the services you require without requiring you to pay the additional charges.

One service option is a **space reservation**. If you agree to have your shipment transported under a space reservation agreement, you will pay for a minimum number of cubic feet of space in the moving van regardless of how much space in the van your shipment actually occupies.

A second option is **expedited service**. This aids you if you must have your shipments transported on or between specific dates when the mover could not ordinarily agree to do so in its normal operations.

A third customary service option is **exclusive use of a vehicle**. If for any reason you desire or require that your shipment be moved by itself on the mover's truck or trailer, most movers will provide such service.

Another service option is **guaranteed service on or between agreed dates**. You enter into an agreement with the mover where the mover provides for your shipment to be picked up, transported to destination, and delivered on specific guaranteed dates. If the mover fails to provide the service as agreed, you are entitled to be compensated at a predetermined amount or a daily rate (per diem) regardless of the expense you might actually have incurred as a result of the mover's failure to perform.

Before requesting or agreeing to any of these price and service options,

be sure to ask the mover's representatives about the final costs you will pay.

Transport of Shipments on Two or More Vehicles

Although all movers try to move each shipment on one truck, it becomes necessary, at times, to divide a shipment among two or more trucks. This may occur if your mover has underestimated the cubic feet (meters) of space required for your shipment and it will not all fit on the first truck. Your mover will pick up the remainder, or "leave behind," on a second truck at a later time, and this part of your shipment may arrive at the destination later than the first truck. When this occurs, your transportation charges will be determined as if the entire shipment had moved on one truck.

If it is important for you to avoid this inconvenience of a "leave behind," be sure your estimate includes an accurate calculation of the cubic feet (meters) required for your shipment. Ask your estimator to use a "Table of Measurements" form in making this calculation. Consider asking for a binding estimate. A binding estimate is more likely to be conservative with regard to cubic feet (meters) than a non-binding estimate. If the mover offers space reservation service, consider purchasing this service for the necessary amount of space plus some margin for error. In any case, you would be prudent to "prioritize" your goods in advance of the move so the driver will load the more essential items on the first truck if some are left behind.

If My Mover Sells Liability Insurance Coverage, What Must My Mover Do?

If your mover provides the service of selling additional liability insurance, your mover must follow certain regulations.

Your mover, its employees, or its agents, may sell, offer to sell, or procure additional liability insurance coverage for you for loss or damage to your shipment if you release the shipment for transportation at a value not exceeding 60 cents per pound (\$1.32 per kilogram) per article.

Your mover may offer, sell, or procure any type of insurance policy covering loss or damage in excess of its specified liability.

Your mover must issue you a policy or other appropriate evidence of the insurance you purchased. Your mover must provide a copy of the policy or other appropriate evidence to you at the time your mover sells or procures the insurance. Your mover must issue policies written in plain English.

Your mover must clearly specify the nature and extent of coverage under the policy. Your mover's failure to issue you a policy, or other appropriate evidence of insurance you purchased, will subject your mover to full liability for any claims to recover loss or damage attributed to it.

Your mover's tariff must provide for liability insurance coverage. The tariff must also provide for the base transportation charge, including its assumption of full liability for the value of the shipment. This would offer you a degree of protection in the event your mover fails to issue you a policy or other appropriate evidence of insurance at the time of purchase.

Subpart D—Estimating Charges

Must My Mover Estimate the Transportation and Accessorial Charges for My Move?

We require your mover to prepare a written estimate on every shipment transported for you. You are entitled to a copy of the written estimate when your mover prepares it. Your mover must provide you a written

estimate of all charges, including transportation, accessorial, and advance charges. Your mover's "rate quote" is not an estimate. You and your mover must sign the estimate of charges. Your mover must provide you with a dated copy of the estimate of charges at the time you sign the estimate.

If the location that you are moving from is located within a 50 mile radius of your mover's (or its agent's) place of business, the estimate that your mover provides to you must be based on a physical survey of your goods. You may waive the requirement for a physical survey if you choose, but your waiver must be in the form of a written agreement signed by you before your shipment is loaded.

You should be aware that if you receive an estimate from a household goods broker, the mover may not be required to accept the estimate. Be sure to obtain a written estimate from the mover if a mover tells you orally that it will accept the broker's estimate.

Your mover must specify the form of payment the mover and its delivering agent will honor at delivery. Payment forms may include but are not limited to cash, certified check, money order, cashier's check, a specific charge card such as American Express™, a specific credit card such as Visa™, and your mover's own credit.

Before loading your household goods, and upon mutual agreement between you and your mover, your mover may amend an estimate of charges. Your mover may not amend the estimate after loading the shipment.

A *binding estimate* is a written agreement made in advance with your mover, indicating you and the mover are bound by the charges. It guarantees the total cost of the move based upon the quantities and services shown on your mover's estimate.

A *non-binding estimate* is what your mover believes the total cost will be for the move, based upon the estimated weight of the shipment and the accessorial services requested. A non-binding estimate is not binding on your mover. The estimate must indicate that your final charges will be based upon the actual weight of your shipment, the services provided, and the mover's tariff provisions in effect. You should be prepared to pay 10 percent more than the estimated amount at delivery.

You must also be prepared to pay at delivery the cost of any additional services that you requested after the contract was executed that were not included in the estimate and charges for impracticable operations. Impracticable operations are defined in your mover's tariff and you should ask to see the mover's tariff to determine what services constitute impracticable operations. Charges for impracticable operations due at delivery may not exceed 15 percent of all other charges due at delivery.

How Must My Mover Estimate Charges Under the Regulations?

Binding Estimates

Your mover may charge you for providing a binding estimate. The binding estimate must clearly describe the shipment and all services provided.

When you receive a binding estimate, you cannot be required to pay any more than the estimated amount at delivery. If you have requested the mover provide more services than those included in the estimate, your mover will collect the charges for those services when your shipment is delivered. However, charges for impracticable operations due at delivery may not exceed 15 percent of all other charges due at

delivery.

A binding estimate must be in writing, and a copy must be made available to you before you move.

If you agree to a binding estimate, you are responsible for paying the charges due by cash, certified check, money order, or cashier's check. The charges are due your mover at the time of delivery unless your mover agrees, before you move, to extend credit or to accept payment by a specific charge card such as American Express™ or a specific credit card such as Visa™. If you are unable to pay at the time the shipment is delivered, the mover may place your shipment in storage at your expense until you pay the charges.

Other requirements of binding estimates include the following eight elements:

1. Your mover must retain a copy of each binding estimate as an attachment to the bill of lading.
2. Your mover must clearly indicate upon each binding estimate's face that the estimate is binding upon you and your mover. Each binding estimate must also clearly indicate on its face that the charges shown are the charges to be assessed for only those services specifically identified in the estimate.
3. Your mover must clearly describe binding estimate shipments and all services to be provided.
4. If, before loading your shipment, your mover believes you are tendering additional household goods or are requiring additional services not identified in the binding estimate, and you and your mover cannot reach an agreement, your mover may refuse to service the shipment. If your mover agrees to service the shipment, your mover must do one of the following three things:
 - a. Reaffirm the binding estimate.
 - b. Negotiate a revised written binding estimate listing the additional household goods or services.
 - c. Add an attachment to the contract, in writing, stating you both will consider the original binding estimate as a non-binding estimate. You should read more below. This may seriously affect how much you may pay for the entire move.
5. Once your mover loads your shipment, your mover's failure to execute a new binding estimate or to agree with you to treat the original estimate as a non-binding estimate signifies it has reaffirmed the original binding estimate. Your mover may not collect more than the amount of the original binding estimate, except as provided in the next two paragraphs.
6. If you request additional services after the bill of lading is executed, your mover will collect the charges for these additional services when your shipment is delivered.
7. If your mover must perform impracticable operations, as defined in its tariff, to accomplish the delivery of your shipment, your mover will collect the charges for these services when your shipment is delivered. However, charges for impracticable operations collected at delivery must not exceed 15 percent of all other charges due at delivery. Any remaining impracticable operations charges must be paid within 30 days after you receive the mover's freight bill.
8. Failure of your mover to relinquish possession of a shipment upon your offer to pay the binding estimate amount plus the cost of any additional services that you requested after the contract was executed, and the charges for impracticable operations, not to exceed 15 percent of all other charges due at delivery, constitutes failure to transport a shipment with "reasonable dispatch" and subjects your mover to cargo delay claims pursuant to 49 CFR part 370.

Non-Binding Estimates

Your mover is not permitted to charge you for giving a non-binding estimate.

A non-binding estimate is not a bid or contract. Your mover provides it to you to give you a general idea of the cost of the move, but it does not bind your mover to the estimated cost. You should expect the final cost to be more than the estimate. The actual cost will be calculated based on your mover's tariffs. Federal law requires your mover to collect the charges in accordance with its tariffs, regardless of what your mover writes in its non-binding estimates. That is why it is important to ask for copies of the applicable portions of the mover's tariffs before deciding on a mover. The charges contained in movers' tariffs are essentially the same for the same weight shipment moving the same distance. If you obtain different non-binding estimates from different movers, you must pay only the amount specified in your mover's tariff. Therefore, a non-binding estimate may not be the amount that you will ultimately have to pay.

You must be prepared to pay 10 percent more than the estimated amount at the time of delivery. Every collect-on-delivery shipper must have available 110 percent of the estimate at the time of delivery. If you order additional services from your mover after your goods are in transit, the mover will collect the charges for those additional services when your shipment is delivered. You may also have to pay additional charges at delivery for impracticable operations performed by your mover.

Non-binding estimates must be in writing and clearly describe the shipment and all services provided. Any time a mover provides such an estimate, the amount of the charges estimated must be on the order for service and bill of lading related to your shipment. When you are given a non-binding estimate, do not sign or accept the order for service or bill of lading unless the mover enters the amount estimated on each form it prepares.

Other requirements of non-binding estimates include the following ten elements:

1. Your mover must provide reasonably accurate non-binding estimates based upon the estimated weight of the shipment and services required.
2. Your mover must explain to you that all charges on shipments moved under non-binding estimates will be those appearing in your mover's tariffs applicable to the transportation. If your mover provides a non-binding estimate of approximate costs, your mover is not bound by such an estimate.
3. Your mover must furnish non-binding estimates without charge and in writing to you.
4. Your mover must retain a copy of each non-binding estimate as an attachment to the bill of lading.
5. Your mover must clearly indicate on the face of a non-binding estimate that the estimate is not binding upon your mover and the charges shown are the approximate charges to be assessed for the services identified in the estimate.
6. Your mover must clearly describe on the face of a non-binding estimate the entire shipment and all services to be provided.
7. If, before loading your shipment, your mover believes you are tendering additional household goods or requiring additional services not identified in the non-binding estimate, and you and your mover cannot reach an agreement, your mover may refuse to service the shipment. If your mover agrees to service the shipment, your mover must do one of the following two things:
 - a. Re-affirm the non-binding estimate.

- b. Negotiate a revised written non-binding estimate listing the additional household goods or services.
8. Once your mover loads your shipment, your mover's failure to execute a new estimate signifies it has reaffirmed the original non-binding estimate. Your mover may not collect more than 110 percent of the amount of this estimate at destination for the services and quantities shown on the estimate.
9. If you request additional services after the bill of lading is executed, your mover will collect the charges for these additional services when your shipment is delivered.
10. If your mover must perform impracticable operations, as defined in its tariff, to accomplish the delivery of your shipment, your mover will collect the charges for these services when your shipment is delivered. However, charges for impracticable operations collected at delivery must not exceed 15 percent of all other charges due at delivery. Any remaining impracticable operations charges must be paid within 30 days after you receive the mover's freight bill.

If your mover furnishes a non-binding estimate, your mover must enter the estimated charges upon the order for service and upon the bill of lading. Your mover must retain a record of all estimates of charges for each move performed for at least one year from the date your mover made the estimate.

What Payment Arrangements Must My Mover Have in Place To Secure Delivery of My Household Goods Shipment?

If your total bill is 110 percent or less of the non-binding estimate, the mover can require payment in full upon delivery. If the bill exceeds 110 percent of the non-binding estimate, your mover must relinquish possession of the shipment at the time of delivery upon payment of 110 percent of the estimated amount, and defer billing for the remaining charges for at least 30 days.

There are two exceptions to this requirement. Your mover may demand payment at the time of delivery of the cost of any additional services that you requested after the contract was executed that were not included in the estimate. Your mover may also require you to pay charges for impracticable operations at the time of delivery, provided these charges do not exceed 15 percent of all other charges due at delivery. Impracticable operations charges that exceed 15 percent of all other charges due at delivery are due within 30 days after you receive the mover's freight bill. Your mover should have specified its acceptable form of payment on the estimate, order for service, and bill of lading. Your mover's failure to relinquish possession of a shipment after you offer to pay 110 percent of the estimated charges, plus the cost of any additional services that you requested after the contract was executed that were not included in the estimate, and the charges for impracticable operations, not to exceed 15 percent of all other charges due at delivery, constitutes failure to transport the shipment with "reasonable dispatch" and subjects your mover to cargo delay claims under 49 CFR Part 370.30.

Subpart E—Pickup of My Shipment of Household Goods Must My Mover Write Up an Order for Service?

We require your mover to prepare an order for service on every shipment transported for you. You are entitled to a copy of the order for service when your mover prepares it.

The order for service is not a contract. Should you cancel or delay your move or if you decide not to use the mover, you should promptly cancel the order.

If you or your mover change any agreed upon dates for pickup or delivery of your shipment, or agree to any change in the non-binding estimate, your mover may prepare a written change to the order for service. The written change must be attached to the order for service.

The order for service must contain the following 15 elements:

1. Your mover's name and address and the US DOT number assigned to your mover.
2. Your name, address and, if available, telephone number(s).
3. The name, address, and telephone number of the delivering mover's office or agent at or nearest to the destination of your shipment.
4. A telephone number where you may contact your mover or its designated agent.
5. One of the following three dates and times:
 - a. The agreed-upon pickup date and agreed delivery date of your move.
 - b. The agreed-upon period(s) of the entire move.
 - c. If your mover is transporting the shipment on a guaranteed service basis, the guaranteed dates or periods of time for pickup, transportation, and delivery. Your mover must enter any penalty or per diem requirements upon the agreement under this item.
6. The names and addresses of any other motor carriers, when known, that will participate in interline transportation of the shipment.
7. The form of payment your mover will honor at delivery. The payment information must be the same as was entered on the estimate.
8. The terms and conditions for payment of the total charges, including notice of any minimum charges.
9. The maximum amount your mover will demand, based on the mover's estimate, at the time of delivery to obtain possession of the shipment, when transported on a collect-on-delivery basis.
10. If not provided in the Bill of Lading, the Surface Transportation Board's required released rates valuation statement, and the charges, if any, for optional valuation coverage. The STB's required released rates may be increased annually by your mover based on the U.S. Department of Commerce's Cost of Living Adjustment.
11. A complete description of any special or accessorial services ordered and minimum weight or volume charges applicable to the shipment.
12. Any identification or registration number your mover assigns to the shipment.
13. For non-binding estimated charges, your mover's reasonably accurate estimate of the amount of the charges, the method of payment of total charges, and the maximum amount (110 percent of the non-binding estimate) your mover will demand at the time of delivery for you to obtain possession of the shipment.
14. For binding estimated charges, the amount of charges your mover will demand based upon the binding estimate and the terms of payment under the estimate.
15. An indication of whether you request notification of the charges before delivery. You must provide your mover with the telephone number(s) or address(s) where your mover will transmit such communications.

You and your mover must sign the order for service. Your mover must provide a dated copy of the order for service to you at the time your mover signs the order. Your mover must provide you the opportunity to rescind the order for service without any penalty for a three-day period after you sign the order for service, if you scheduled the shipment to be loaded more than three days after you sign the order.

Your mover should provide you with documents that are as complete as possible, and with all charges clearly identified. However, as a practical matter, your mover usually cannot give you a complete bill of lading before transporting your goods. This is both because the shipment cannot be weighed until it is in transit and because other charges for service, such as unpacking, storage-in-transit, and various destination charges, cannot be determined until the shipment reaches its destination.

Therefore, your mover can require you to sign a partially complete bill of lading if it contains all relevant information except the actual shipment weight and any other information necessary to determine the final charges for all services provided. Signing the bill of lading allows you to choose the valuation option, request special services, and/or acknowledge the terms and conditions of released valuation.

Your mover also may provide you, strictly for informational purposes, with blank or incomplete documents pertaining to the move. Before loading your shipment, and upon mutual agreement of both you and your mover, your mover may amend an order for service. Your mover must retain an order for service for a shipment it transported for at least one year from the date your mover wrote the order.

Your mover must inform you, before or at the time of loading, if the mover reasonably expects a special or accessorial service is necessary to transport a shipment safely. Your mover must refuse to accept the shipment when your mover reasonably expects a special or accessorial service is necessary to transport a shipment safely, but you refuse to purchase the special or accessorial service. Your mover must make a written note if you refuse any special or accessorial services that your mover reasonably expects to be necessary.

Must My Mover Write Up an Inventory of the Shipment?

Yes. Your mover must prepare an inventory of your shipment before or at the time of loading. If your mover's driver fails to prepare an inventory, you should write a detailed inventory of your shipment listing any damage or unusual wear to any items. The purpose is to make a record of the existence and condition of each item.

After completing the inventory, you should sign each page and ask the mover's driver to sign each page. Before you sign it, it is important you make sure that the inventory lists every item in the shipment and that the entries regarding the condition of each item are correct. You have the right to note any disagreement. If an item is missing or damaged when your mover delivers the shipment, your subsequent ability to dispute the items lost or damaged may depend upon your notations.

You should retain a copy of the inventory. Your mover may keep the original if the driver prepared it. If your mover's driver completed an inventory, the mover must attach the complete inventory to the bill of lading as an integral part of the bill of lading.

Must My Mover Write Up a Bill of Lading?

The bill of lading is the contract between you and the mover. The mover is required by law to prepare a bill of lading for every shipment it transports. The information on a bill of lading is required to be the same information shown on the order for service. The driver who loads your shipment must give you a copy of the bill of lading before or at the time of loading your furniture and other household goods.

It is your responsibility to read the bill of lading before you accept it.

It is your responsibility to understand the bill of lading before you sign it. If you do not agree with something on the bill of lading, do not sign it until you are satisfied it is correct.

The bill of lading requires the mover to provide the service you have requested. You must pay the charges set forth in the bill of lading. **The bill of lading is an important document. Do not lose or misplace your copy.** Have it available until your shipment is delivered, all charges are paid, and all claims, if any, are settled.

A bill of lading must include the following 14 elements:

1. Your mover's name and address, or the name and address of the motor carrier issuing the bill of lading.
2. The names and addresses of any other motor carriers, when known, who will participate in the transportation of the shipment.
3. The name, address, and telephone number of the office of the motor carrier you must contact in relation to the transportation of the shipment.
4. The form of payment your mover will honor at delivery. The payment information must be the same that was entered on the estimate and order for service.
5. When your mover transports your shipment under a collect-on-delivery basis, your name, address, and telephone number where the mover will notify you about the charges.
6. For non-guaranteed service, the agreed-upon date or period of time for pickup of the shipment and the agreed-upon date or period of time for the delivery of the shipment. The agreed-upon dates or periods for pickup and delivery entered upon the bill of lading must conform to the agreed-upon dates or periods of time for pickup and delivery entered upon the order for service or a proper amendment to the order for service.
7. For guaranteed service, the dates for pickup and delivery and any penalty or per diem entitlements due you under the agreement.
8. The actual date of pickup.
9. The identification number(s) of the vehicle(s) in which your mover loads your shipment.
10. The terms and conditions for payment of the total charges including notice of any minimum charges.
11. The maximum amount your mover will demand from you, based on the mover's estimate, at the time of delivery for you to obtain possession of your shipment, when your mover transports under a collect-on-delivery basis.
12. If not provided for in the Order for Service, the Surface Transportation Board's required released rates valuation statement, and the charges, if any, for optional valuation coverage. The Board's required released rates may be increased annually by your mover based on the U.S. Department of Commerce's Cost of Living Adjustment.
13. Evidence of any insurance coverage sold to or procured for you from an independent insurer, including the amount of the premium for such insurance.
14. Each attachment to the bill of lading. Each attachment is an integral part of the bill of lading contract. If not provided to you elsewhere by the mover, the following three items must be added as attachments:
 - a. The binding or non-binding estimate.
 - b. The order for service.
 - c. The inventory.

A copy of the bill of lading must accompany your shipment at all times while in the possession of your mover or its agent(s). When your mover loads the shipment on a vehicle for transportation, the bill of lading must be in the possession of the driver responsible for the shipment. Your mover must retain bills of lading for shipments it transported for at least one year from the date your mover created the bill of lading.

Should I Reach an Agreement With My Mover About Pickup and Delivery Times?

You and your mover should reach an agreement for pickup and delivery times. It is your responsibility to determine on what date, or between what dates, you need to have the shipment picked up and on what date, or between what dates, you require delivery. It is your mover's responsibility to tell you if it can provide service on or between those dates, or, if not, on what other dates it can provide the service.

In the process of reaching an agreement with your mover, you may find it necessary to alter your moving and travel plans if no mover can provide service on the specific dates you desire.

Do not agree to have your shipment picked up or delivered "as soon as possible." The dates or periods you and your mover agree upon should be definite.

Once an agreement is reached, your mover must enter those dates upon the order for service and the bill of lading.

Once your goods are loaded, your mover is contractually bound to provide the service described in the bill of lading. Your mover's only defense for not providing the service on the dates called for is the defense of force majeure. This is a legal term. It means that when circumstances change, were not foreseen, and are beyond the control of your mover, preventing your mover from performing the service agreed to in the bill of lading, your mover is not responsible for damages resulting from its nonperformance.

This may occur when you do not inform your mover of the exact delivery requirements. For example, because of restrictions trucks must follow at your new location, the mover may not be able to take its truck down the street of your residence and may need to shuttle the shipment using another type of vehicle.

Must My Mover Determine the Weight of My Shipment?

Generally, yes. If your mover transports your household goods on a non-binding estimate, your mover must determine the actual weight of the shipment in order to calculate its lawful tariff charge. If your mover provided a binding estimate and has loaded your shipment without claiming you have added additional items or services, the weight of the shipment will not affect the charges you will pay.

Your mover must determine the weight of your shipment before requesting you to pay for any charges dependent upon your shipment's weight.

Most movers have a minimum weight charge for transporting a shipment. Generally, the minimum is the charge for transporting a shipment of at least 3,000 pounds (1,362 kilograms).

If your shipment appears to weigh less than the mover's minimum weight, your mover must advise you on the order for service of the minimum cost before transporting your shipment. Should your mover fail to advise you of the minimum charges and your shipment is less than the minimum weight, your mover must base your final charges upon the actual weight, not upon the minimum weight.

How Must My Mover Determine the Weight of My Shipment?

Your mover must weigh your shipment upon a certified scale.

The weight of your shipment must be obtained by using one of two methods.

Origin Weighing—Your mover may weigh your shipment in the city or area where it loads your shipment. If it elects this option, the driver must weigh the truck before coming to your residence. This is called the **tare weight**. At the time of this first weighing, the truck may already be partially loaded with another shipment(s). This will not affect the weight of your shipment. The truck should also contain the pads, dollies, hand trucks, ramps, and other equipment normally used in the transportation of household goods shipments. After loading, the driver will weigh the truck again to obtain the loaded weight, called the **gross weight**. The net weight of your shipment is then obtained by subtracting the **tare weight** before loading from the **gross weight**.

Gross Weight Less the Tare Weight Before Loading = Net Weight.

Destination Weighing (Also called **Back Weighing**)—The mover is also permitted to determine the weight of your shipment at the destination after it delivers your load. Weighing your shipment at destination instead of at origin will not affect the accuracy of the shipment weight. **The most important difference is that your mover will not determine the exact charges on your shipment before it is unloaded.**

Destination weighing is done in reverse of origin weighing. After arriving in the city or area where you are moving, the driver will weigh the truck. Your shipment will still be on the truck. Your mover will determine the gross weight before coming to your new residence to unload. After unloading your shipment, the driver will again weigh the truck to obtain the tare weight. The net weight of your shipment will then be obtained by subtracting the tare weight after delivery from the gross weight.

Gross Weight less the Tare Weight After Delivery = Net Weight.

At the time of both weighings, your mover's truck must have installed or loaded all pads, dollies, hand trucks, ramps, and other equipment required in the transportation of your shipment. The driver and other persons must be off the vehicle at the time of both weighings. The fuel tanks on the vehicle must be full at the time of each weighing. In lieu of this requirement, your mover must not add fuel between the two weighings when the tare weighing is the first weighing performed.

Your mover may detach the trailer of a tractor-trailer vehicle combination from the tractor and have the trailer weighed separately at each weighing provided the length of the scale platform is adequate to accommodate and support the entire trailer.

Your mover may use an alternative method to weigh your shipment if it weighs 3,000 pounds (1,362 kilograms) or less. The only alternative method allowed is weighing the shipment upon a platform or warehouse certified scale before loading your shipment for transportation or after unloading.

Your mover must use the net weight of shipments transported in large containers, such as ocean or railroad containers. Your mover will calculate the difference between the tare weight of the container (including all pads, blocking and bracing used in the transportation of your shipment) and the gross weight of the container with your shipment loaded in the container.

You have the right, and your mover must inform you of your right, to observe all weighings of your shipment. Your mover must tell you where and when each weighing will occur. Your mover must give you a reasonable opportunity to be present to observe the weighings.

You may waive your right to observe any weighing or reweighing. This

does not affect any of your other rights under Federal law.

Your mover may request you waive your right to have a shipment weighed upon a certified scale. Your mover may want to weigh the shipment upon a trailer's on-board, non-certified scale. You should demand your right to have a certified scale used. The use of a non-certified scale may cause you to pay a higher final bill for your move, if the non-certified scale does not accurately weigh your shipment. Remember that certified scales are inspected and approved for accuracy by a government inspection or licensing agency. Non-certified scales are not inspected and approved for accuracy by a government inspection or licensing agency.

Your mover must obtain a separate weight ticket for each weighing. The weigh master must sign each weight ticket. Each weight ticket must contain the following six items:

1. The complete name and location of the scale.
2. The date of each weighing.
3. Identification of the weight entries as being the tare, gross, or net weights.
4. The company or mover identification of the vehicle.
5. Your last name as it appears on the Bill of Lading.
6. Your mover's shipment registration or Bill of Lading number.

Your mover must retain the original weight ticket or tickets relating to the determination of the weight of your shipment as part of its file on your shipment. When both weighings are performed on the same scale, one weight ticket may be used to record both weighings.

Your mover must present all freight bills with true copies of all weight tickets. If your mover does not present its freight bill with all weight tickets, your mover is in violation of Federal law.

Before the driver actually begins unloading your shipment weighed at origin and after your mover informs you of the billing weight and total charges, you have the right to demand a reweigh of your shipment. If you believe the weight is not accurate, you have the right to request your mover reweigh your shipment before unloading.

You have the right, and your mover must inform you of your right, to observe all reweighings of your shipment. Your mover must tell you where and when each reweighing will occur. Your mover must give you a reasonable opportunity to be present to observe the reweighings. You may waive your right to observe any reweighing; however, you must waive that right in writing. You may send the written waiver via fax or e-mail, as well as by overnight courier or certified mail, return receipt requested. This does not affect any of your other rights under Federal law.

Your mover is prohibited from charging you for the reweighing. If the weight of your shipment at the time of the reweigh is different from the weight determined at origin, your mover must re-compute the charges based upon the reweigh weight.

Before requesting a reweigh, you may find it to your advantage to estimate the weight of your shipment using the following three-step method:

1. Count the number of items in your shipment. Usually there will be either 30 or 40 items listed on each page of the inventory. For example, if there are 30 items per page and your inventory consists of four complete pages and a fifth page with 15 items listed, the total number of items will be 135. **If an automobile is listed on the inventory, do not include this item in the count of the**

total items.

2. Subtract the weight of any automobile included in your shipment from the total weight of the shipment. If the automobile was not weighed separately, its weight can be found on its title or license receipt.
3. Divide the number of items in your shipment into the weight. If the average weight resulting from this exercise ranges between 35 and 45 pounds (16 and 20 kilograms) per article, it is unlikely a reweigh will prove beneficial to you. In fact, it could result in your paying higher charges.

Experience has shown that the average shipment of household goods will weigh about 40 pounds (18 kilograms) per item. If a shipment contains a large number of heavy items, such as cartons of books, boxes of tools or heavier than average furniture, the average weight per item may be 45 pounds or more (20 kilograms or more).

What Must My Mover Do if I Want To Know the Actual Weight or Charges for My Shipment Before Delivery?

If you request notification of the actual weight and charges of your shipment, your mover must comply with your request if it is moving your goods on a collect-on-delivery basis. This requirement is conditioned upon your supplying your mover with an address or telephone number where you will receive the communication. Your mover must make its notification by telephone; fax transmissions; e-mail; overnight courier; certified mail, return receipt requested; or in person.

You must receive the mover's notification at least one full 24-hour day before its scheduled delivery, excluding Saturdays, Sundays, and Federal holidays.

Your mover may disregard this 24-hour notification requirement on shipments subject to one of the following three things:

1. Back weigh (when your mover weighs your shipment at its destination).
2. Pickup and delivery encompassing two consecutive weekdays, if you agree.
3. Maximum payment amounts at time of delivery of 110 percent of the estimated charges, if you agree.

**Subpart F—Transportation of My Shipment
Must My Mover Transport the Shipment in a Timely Manner?**

Yes, your mover must transport your household goods in a timely manner. This is also known as "reasonable dispatch service." Your mover must provide reasonable dispatch service to you, except for transportation on the basis of guaranteed delivery dates.

When your mover is unable to perform either the pickup or delivery of your shipment on the dates or during the periods of time specified in the order for service, your mover must notify you of the delay, at the mover's expense. As soon as the delay becomes apparent to your mover, it must give you notification it will be unable to provide the service specified in the terms of the order for service. Your mover may notify you of the delay in any of the following ways: by telephone; fax transmissions; e-mail; overnight courier; certified mail, return receipt requested; or in person.

When your mover notifies you of a delay, it also must advise you of the dates or periods of time it may be able to pick up and/or deliver the shipment. Your mover must consider your needs in its advisement. Your mover must prepare a written record of the date, time, and manner of its notification.

Your mover must prepare a written record of its amended date or period for delivery. Your mover must retain these records as a part of its file on your shipment. The retention period is one year from the date of notification. Your mover must furnish a copy of the notification to you either by first class mail or in person, if you request a copy of the notice.

Your mover must tender your shipment for delivery on the agreed-upon delivery date or within the period specified on the bill of lading. Upon your request or concurrence, your mover may deliver your shipment on another day.

The establishment of a delayed pickup or delivery date does not relieve your mover from liability for damages resulting from your mover's failure to provide service as agreed. However, when your mover notifies you of alternate delivery dates, it is your responsibility to be available to accept delivery on the dates specified. If you are not available and are not willing to accept delivery, your mover has the right to place your shipment in storage at your expense or hold the shipment on its truck and assess additional charges.

If after the pickup of your shipment, you request your mover to change the delivery date, most movers will agree to do so provided your request will not result in unreasonable delay to its equipment or interfere with another customer's move. However, your mover is under no obligation to consent to amended delivery dates. Your mover has the right to place your shipment in storage at your expense if you are unwilling or unable to accept delivery on the date agreed to in the bill of lading.

If your mover fails to pick up and deliver your shipment on the date entered on the bill of lading and you have expenses you otherwise would not have had, you may be able to recover those expenses from your mover. This is what is called an inconvenience or delay claim. Should your mover refuse to honor such a claim and you continue to believe you are entitled to be paid damages, you may take your mover to court under 49 U.S.C. 14706. The Federal Motor Carrier Safety Administration (FMCSA) has no authority to order your mover to pay such claims.

While we hope your mover delivers your shipment in a timely manner, you should consider the possibility your shipment may be delayed, and find out what payment you can expect if a mover delays service through its own fault, before you agree with the mover to transport your shipment.

What Must My Mover Do if It Is Able To Deliver My Shipment More Than 24 Hours Before I Am Able to Accept Delivery?

At your mover's discretion, it may place your shipment in storage. This will be under its own account and at its own expense in a warehouse located in proximity to the destination of your shipment. Your mover may do this if you fail to request or concur with an early delivery date, and your mover is able to deliver your shipment more than 24 hours before your specified date or the first day of your specified period.

If your mover exercises this option, your mover must immediately notify you of the name and address of the warehouse where your mover places your shipment. Your mover must make and keep a record of its notification as a part of its shipment records. Your mover has full responsibility for the shipment under the terms and conditions of the bill of lading. Your mover is responsible for the charges for redelivery, handling, and storage until it makes final delivery. Your mover may limit its responsibility to the agreed-upon delivery date or the first day of the period of delivery as specified in the bill of lading.

What Must My Mover Do for Me When I Store Household Goods in Transit?

If you request your mover to hold your household goods in storage-in-transit and the storage period is about to expire, your mover must notify you, in writing, about the four following items:

1. The date when storage-in-transit will convert to permanent storage.
2. The existence of a nine-month period after the date of conversion to permanent storage, during which you may file claims against your mover for loss or damage occurring to your goods while in transit or during the storage-in-transit period.
3. Your mover's liability will end.
4. Your property will be subject to the rules, regulations, and charges of the warehouseman.

Your mover must make this notification at least 10 days before the expiration date of one of the following two periods of time:

1. The specified period of time when your mover is to hold your goods in storage.
2. The maximum period of time provided in its tariff for storage-in-transit.

Your mover must notify you by facsimile transmission; overnight courier; e-mail; or certified mail, return receipt requested.

If your mover holds your household goods in storage-in-transit for less than 10 days, your mover must notify you, one day before the storage-in-transit period expires, of the same information specified above.

Your mover must maintain a record of all notifications to you as part of the records of your shipment. Under the applicable tariff provisions regarding storage-in-transit, your mover's failure or refusal to notify you will automatically extend your mover's liability until the end of the day following the date when your mover actually gives you notice.

Subpart G—Delivery of My Shipment May My Mover Ask Me To Sign a Delivery Receipt Purporting To Release It From Liability?

At the time of delivery, your mover will expect you to sign a receipt for your shipment. Normally, you will sign each page of your mover's copy of the inventory.

Your mover's delivery receipt or shipping document must not contain any language purporting to release or discharge it or its agents from liability.

Your mover may include a statement about your receipt of your property in apparent good condition, except as noted on the shipping documents.

Do not sign the delivery receipt if it contains any language purporting to release or discharge your mover or its agents from liability. Strike out such language before signing, or refuse delivery if the driver or mover refuses to provide a proper delivery receipt.

What Is the Maximum Collect-on-Delivery Amount My Mover May Demand I Pay at the Time of Delivery?

On a binding estimate, the maximum amount is the exact estimate of the charges, plus the cost of any additional services that you requested after the contract was executed that were not included in the estimate, and any charges for impracticable operations, not to exceed 15 percent of all other charges due at delivery. Your mover must specify on the estimate, order for service, and bill of lading the form of payment

acceptable to it (for example, a certified check).

On a non-binding estimate, the maximum amount is 110 percent of the approximate costs, plus the cost of any additional services that you requested after the contract was executed that were not included in the estimate, and any charges for impracticable operations, not to exceed 15 percent of all other charges due at delivery. Your mover must specify on the estimate, order for service, and bill of lading the form of payment acceptable to it (for example, cash).

If My Shipment Is Transported on More Than One Vehicle, What Charges May My Mover Collect at Delivery?

Although all movers try to move each shipment on one truck, it becomes necessary at times to divide a shipment among two or more trucks. This frequently occurs when an automobile is included in the shipment and it is transported on a vehicle specially designed to transport automobiles. When this occurs, your transportation charges are the same as if the entire shipment moved on one truck.

If your shipment is divided for transportation on two or more trucks, the mover may require payment for each portion as it is delivered.

Your mover may delay the collection of all the charges until the entire shipment is delivered, at its discretion, not yours. When you order your move, you should ask the mover about its policies in this regard.

If My Shipment Is Partially Lost or Destroyed, What Charges May My Mover Collect at Delivery?

Movers customarily make every effort to avoid losing, damaging, or destroying any of your items while your shipment is in their possession for transportation. However, despite the precautions taken, articles are sometimes lost or destroyed during the move.

In addition to any money you may recover from your mover to compensate for lost or destroyed articles, you may also recover the transportation charges represented by the portion of the shipment lost or destroyed. Your mover may only apply this paragraph to the transportation of household goods. Your mover may disregard this paragraph if loss or destruction was due to an act or omission by you. Your mover must require you to pay any specific valuation charge due.

For example, if you pack a hazardous material (i.e., gasoline, aerosol cans, motor oil, etc.) and your shipment is partially lost or destroyed by fire in storage or in the mover's trailer, your mover may require you to pay for the full cost of transportation.

Your mover may first collect its freight charges for the entire shipment, if your mover chooses. At the time your mover disposes of claims for loss, damage, or injury to the articles in your shipment, it must refund the portion of its freight charges corresponding to the portion of the lost or destroyed shipment (including any charges for accessorial or terminal services).

Your mover is forbidden from collecting, or requiring you to pay, any freight charges (including any charges for accessorial or terminal services) when your household goods shipment is totally lost or destroyed in transit, unless the loss or destruction was due to an act or omission by you.

How Must My Mover Calculate the Charges Applicable to the Shipment as Delivered?

Your mover must multiply the percentage corresponding to the delivered shipment times the total charges applicable to the shipment

tendered by you to obtain the total charges it must collect from you.

If your mover's computed charges exceed the charges otherwise applicable to the shipment as delivered, the lesser of those charges must apply. This will apply only to the transportation of your household goods.

Your mover must require you to pay any specific valuation charge due.

Your mover may not refund the freight charges if the loss or destruction was due to an act or omission by you. For example, you fail to disclose to your mover that your shipment contains perishable live plants.

Your mover may disregard its loss or destruction of your plants, because you failed to inform your mover you were transporting live plants. Your mover must determine, at its own expense, the proportion of the shipment, based on actual or constructive weight, not lost or destroyed in transit.

Your rights are in addition to, and not in lieu of, any other rights you may have with respect to your shipment of household goods your mover lost or destroyed, or partially lost or destroyed, in transit. This applies whether or not you have exercised your rights provided above.

Subpart H—Collection of Charges

Does This Subpart Apply to Most Shipments?

It applies to all shipments of household goods that involve a balance due freight or expense bill or are shipped on credit.

How Must My Mover Present Its Freight or Expense Bill to Me?

At the time of payment of transportation charges, your mover must give you a freight bill identifying the service provided and the charge for each service. It is customary for most movers to use a copy of the bill of lading as a freight bill; however, some movers use an entirely separate document for this purpose.

Except in those instances where a shipment is moving on a binding estimate, the freight bill must specifically identify each service performed, the rate or charge per service performed, and the total charges for each service. *If this information is not on the freight bill, do not accept or pay the freight bill.*

Movers' tariffs customarily specify that freight charges must be paid in cash, by certified check, or by cashier's check. When this requirement exists, the mover will not accept personal checks. At the time you order your move, you should ask your mover about the form of payment your mover requires.

Some movers permit payment of freight charges by use of a charge or credit card. However, do not assume your nationally recognized charge, credit, or debit card will be acceptable for payment. Ask your mover at the time you request an estimate. Your mover must specify the form of payment it will accept at delivery.

If you do not pay the transportation charges at the time of delivery, your mover has the right, under the bill of lading, to refuse to deliver your goods. The mover may place them in storage, at your expense, until the charges are paid. However, the mover must deliver your goods upon payment of 100 percent of a binding estimate, plus the cost of any additional services that you requested after the contract was executed that were not included in the estimate, and any charges for impracticable operations, not to exceed 15 percent of all other charges

due at delivery.

If, before payment of the transportation charges, you discover an error in the charges, you should attempt to correct the error with the driver, the mover's local agent, or by contacting the mover's main office. If an error is discovered after payment, you should write the mover (the address will be on the freight bill) explaining the error, and request a refund.

Movers customarily check all shipment files and freight bills after a move has been completed to make sure the charges were accurate. If an overcharge is found, you should be notified and a refund made. If an undercharge occurred, you may be billed for the additional charges due.

On "to be prepaid" shipments, your mover must present its freight bill for all transportation charges within 15 days of the date your mover received the shipment. This period excludes Saturdays, Sundays, and Federal holidays. On "collect" shipments, your mover must present its freight bill for all transportation charges on the date of delivery, or, at its discretion, within 15 days, calculated from the date the shipment was delivered at your destination. This period excludes Saturdays, Sundays, and Federal holidays. (Bills for additional charges based on the weight of the shipment will be presented 30 days after delivery; charges for impracticable operations not paid at delivery are due within 30 days of the invoice.)

Your mover's freight bills and accompanying written notices must state the following five items:

1. Penalties for late payment.
2. Credit time limits.
3. Service or finance charges.
4. Collection expense charges.
5. Discount terms.

If your mover extends credit to you, freight bills or a separate written notice accompanying a freight bill or a group of freight bills presented at one time must state, "You may be subject to tariff penalties for failure to timely pay freight charges," or a similar statement. Your mover must state on its freight bills or other notices when it expects payment, and any applicable service charges, collection expense charges, and discount terms.

When your mover lacks sufficient information to compute its tariff charges at the time of billing, your mover must present its freight bill for payment within 15 days following the day when sufficient information becomes available. This period excludes Saturdays, Sundays, and Federal holidays.

Your mover must not extend additional credit to you if you fail to furnish sufficient information to your mover. Your mover must have sufficient information to render a freight bill within a reasonable time after shipment.

When your mover presents freight bills by mail, it must deem the time of mailing to be the time of presentation of the bills. The term "freight bills," as used in this paragraph, includes both paper documents and billing by use of electronic media such as computer tapes, disks, or the Internet (e-mail).

When you mail acceptable checks or drafts in payment of freight charges, your mover must deem the act of mailing the payment within the credit period to be the proper collection of the tariff charges within the credit period for the purposes of Federal law. In case of a dispute as to the date of mailing, your mover must accept the postmark as the date of mailing.

If I Forced My Mover To Relinquish a Collect-on-Delivery Shipment Before the Payment of ALL Charges, How Must My Mover Collect the Balance?

On "collect-on-delivery" shipments, your mover must present its freight bill for transportation charges within 15 days, calculated from the date the shipment was delivered at your destination. This period excludes Saturdays, Sundays, and Federal holidays. (Bills for additional charges based on the weight of the shipment will be presented 30 days after delivery; charges for impracticable operations not paid at delivery are due within 30 days of the invoice.)

What Actions May My Mover Take To Collect From Me the Charges Upon Its Freight Bill?

Your mover must present a freight bill within 15 days (excluding Saturdays, Sundays, and Federal holidays) of the date of delivery of a shipment at your destination. (Bills for additional charges based on the weight of the shipment will be presented 30 days after delivery; charges for impracticable operations not paid at delivery are due within 30 days of the invoice.) Your mover must provide in its tariffs the following three things:

1. A provision indicating its credit period is a total of 30 calendar days.
2. A provision indicating you will be assessed a service charge by your mover equal to one percent of the amount of the freight bill, subject to a \$20 minimum charge, for the extension of the credit period. The mover will assess the service charge for each 30-day extension that the charges go unpaid.
3. A provision that your mover must deny credit to you if you fail to pay a duly presented freight bill within the 30-day period. Your mover may grant credit to you, at its discretion, when you satisfy your mover's condition that you will pay all future freight bills duly presented. Your mover must ensure all your payments of freight bills are strictly in accordance with Federal rules and regulations for the settlement of its rates and charges.

Do I Have a Right To File a Claim To Recover Money for Property My Mover Lost or Damaged?

Should your move result in the loss of or damage to any of your property, you have the right to file a claim with your mover to recover money for such loss or damage.

You should file a claim as soon as possible. If you fail to file a claim within 9 months, your mover may not be required to accept your claim. If you institute a court action and win, you may be entitled to attorney's fees if you submitted your claim to the mover within 120 days after delivery or the date delivery is scheduled (whichever is later); and (1) the mover did not advise you during the claim settlement process of the availability of arbitration as a means for resolving the dispute; (2) a decision was not rendered through arbitration within the time required by law; or (3) you are instituting a court action to enforce an arbitration decision with which the mover has not complied.

While the Federal Government maintains regulations governing the processing of loss and damage claims (49 CFR Part 370), it cannot resolve those claims. If you cannot settle a claim with the mover, you may file a civil action to recover your claim in court under 49 U.S.C. 14706. You may obtain the name and address of the mover's agent for service of legal process in your state by contacting the Federal Motor Carrier Safety Administration. You may also obtain the name of a process agent via the Internet. Go to <http://www.fmcsa.dot.gov> then click on Licensing and Insurance (L&I) section.

In addition, your mover must participate in an arbitration program. As described earlier in this guide, an arbitration program gives you the

opportunity to settle certain types of unresolved loss or damage claims and disputes regarding charges that were billed to you by your mover after your shipment was delivered through a neutral arbitrator. You may find submitting your claim to arbitration under such a program to be a less expensive and more convenient way to seek recovery of your claim. Your mover is required to provide you with information about its arbitration program before you move. If your mover fails to do so, ask the mover for details of its program.

Subpart I—Resolving Disputes With My Mover What May I Do To Resolve Disputes With My Mover?

The Federal Motor Carrier Safety Administration does not help you settle your dispute with your mover.

Generally, you must resolve your own loss and damage disputes with your mover. You enter a contractual arrangement with your mover. You are bound by each of the following three things:

1. The terms and conditions you negotiated before your move.
2. The terms and conditions you accepted when you signed the bill of lading.
3. The terms and conditions you accepted when you signed for delivery of your goods.

You have the right to take your mover to court. We require your mover to offer you arbitration to settle your disputes with it.

If your mover holds your goods "hostage" - refuses delivery unless you pay an amount you believe the mover is not entitled to charge - the Federal Motor Carrier Safety Administration does not have the resources to seek a court injunction on your behalf.

READY TO MOVE? Tips for a Successful Interstate Move...

www.protectyourmove.com

The Federal Motor Carrier Safety Administration (FMCSA) of the U.S. Department of Transportation (DOT) wants to make sure you have the information you need to “Protect Your Memories. Your Money. Your Move” from moving fraud.

The best defense against moving fraud is to be informed and aware of your options when choosing a reputable moving company. While most household moves go smoothly, there are dishonest or “rogue” movers you should be aware of.

For more information on interstate moves, visit the FMCSA Web site at: www.protectyourmove.gov

You can also use this site to link to other government, law enforcement and moving industry information sources. This is very important if you're looking for more detailed State and local information, including how to file a complaint.

Key Definitions

Broker: A company that arranges for the truck transportation of cargo belonging to others, utilizing for-hire carriers to provide the actual truck transportation. A broker does not assume responsibility for the cargo and usually does not take possession of the cargo.

Tariff: A list of rules, regulations, available services and resulting charges. Each mover publishes its own tariffs and these must be provided to you upon request.

Know Your Rights and Responsibilities Before Selecting a Mover

Before moving your household goods, movers are required to give you this brochure and a booklet entitled *Your Rights and Responsibilities When You Move*. They provide basic information that will help you understand the documents that a mover will ask you to sign. The booklet also explains your rights if your household goods are lost or damaged. Copies of this brochure and booklet can be downloaded from www.protectyourmove.gov, which has additional helpful consumer information.

Use Only Registered Movers

Make sure the mover you select has been assigned a USDOT number, is registered with FMCSA to engage in interstate transportation of household goods, and has proper insurance.

You can determine if a mover is registered with FMCSA by accessing www.protectyourmove.gov, or calling FMCSA at (202) 366-9805 for licensing and (202) 385-2423 for insurance.

Read and Understand All Information Provided by the Mover

The mover should provide you with the following basic documents as part of your move:

Estimates

The estimate should clearly describe, in writing, all charges for services the mover will perform. Make sure the estimate is signed by the mover. *Do not accept oral estimates.*

Order For Service

The order for service is a list of all the services the mover will perform and shows the dates your household goods will be picked up and delivered.

Bill of Lading

The bill of lading is a contract between you and the mover and a receipt of your belongings. You should be given a partially completed copy of the bill of lading before the vehicle leaves the residence at origin.

Inventory List

The inventory is the receipt showing each item you shipped and its condition. Be sure you receive a written copy of the inventory after your household goods are loaded, and that you agree with its description of your household goods' condition.

What if There Is a Problem?

Dispute Settlement Program

Before moving your household goods, interstate movers are required to provide you with information regarding their dispute settlement program. Movers must offer a neutral arbitration program as a means of settling disputes that may arise concerning loss or damage of your household goods.

Loss or Damage of Goods

If your goods are damaged or missing at delivery, request a company claim form from the mover. Complete the claim form to the best of your ability. The mover will tell you where to mail the completed form. You must file a written claim with the mover within 9 months of delivery. Your claim must be in writing but does not have to be submitted on a mover's claim form. It is suggested that you send the claims information to the mover by certified mail.

If you are not satisfied with the settlement offer made by the mover, you have the option of submitting a loss and damage claim with the mover's dispute program or to seek other legal remedies.

Applicable Transportation Charges

The charges that a mover assesses for its services must be contained in a published tariff, which must be made available to you upon request. If you feel that a mover has overcharged you, you can contact the Surface Transportation Board at (866) 254-1792 to obtain assistance.

Filing a Complaint

FMCSA does not have the authority to resolve claims against a moving company. However, you may file a complaint against a mover by visiting www.protectyourmove.gov or calling 1-888-DOT-SAFT (1-888-368-7238) Monday - Friday between the hours of 9:00 AM to 9:00 PM EST. Your complaint may trigger a Federal enforcement investigation against the mover.

REMEMBER

DO NOT SIGN BLANK DOCUMENTS!

THE BEST WAY TO AVOID PROBLEMS IS TO BE INFORMED AND PLAN AHEAD.

Moving Checklist Before You Move

- Obtain the brochure Ready to Move? Your Rights and the booklet Responsibilities When You Move from the mover.
- Ask for recommendations from neighbors, friends, and relatives regarding the mover.
- Check with the Better Business Bureau regarding the mover.
- Find out what the mover's responsibilities are for damages that may occur to your belongings
- Ask if the mover has a dispute settlement program.
- Obtain estimates from at least three movers, and compare cost and all other services to be provided by the mover.
- Check to determine whether the interstate mover is registered with FMCSA, and has a USDOT number.
- Find out how and when pickup and delivery of your household goods will occur.
- Ask the mover how they can be contacted before the move, during the move, and after the move.
- Adequately insure your belongings.

Moving Day

- Be present to answer questions and give directions to the movers. Stay until they finish.
- Accompany the movers as they inventory your household goods and resolve any questions regarding the condition of materials being moved.
- Carefully read the information on the estimate, order for service, bill of lading, inventory, and all other completed documents before you sign them.
- Keep the bill of lading until your goods are delivered, the charges are paid, and any claims are settled.
- Before the moving van leaves, take one final look throughout the house to make certain nothing has been left behind.
- Give the driver directions to your new house.
- Inform the driver and the moving company of where you can be reached during the move.

Delivery Day

- Be present to answer any questions and give directions.
- Pay the driver, according to the term of your agreement, before your goods are unloaded.
- Supervise unloading and unpacking of your goods.
- Note on the inventory list all boxes or other items that are damaged before you sign any documents.

Questions?

- Q. Where can I get a copy of Your Rights and Responsibilities When You Move and other helpful consumer information?
A. www.protectyourmove.gov
- Q. Where can I find out whether a mover is registered with FMCSA?
A. www.protectyourmove.gov
- Q. Where can I obtain information about a mover, broker or freight forwarder's insurance and process agent?
A. Visit <http://li-public.fmcsa.dot.gov> or call (202) 385-2423.
- Q. How do I get assistance to determine if a mover has assessed the correct transportation charges?
A. Call the Surface Transportation Board at (866) 254-1792.
- Q. Where may I file a complaint against a mover?
A. Visit www.protectyourmove.gov or call 1-888-DOT-SAFT (1-888-368-7238) Monday - Friday between the hours of 9:00 AM to 9:00 PM EST.
- Q. In addition to FMCSA, are there other authorities I should contact to report a mover?
A. Yes. State attorneys general and consumer affairs agencies are responsible for pursuing suspected moving fraud.
- Q. How can I learn more about movers and transportation?
A. Visit www.protectyourmove.gov and www.moving.org.

The Federal Motor Carrier Safety Administration (FMCSA) develops, maintains, and enforces Federal regulations that establish safe operating requirements for commercial vehicle drivers, carriers, vehicles, and vehicle equipment. FMCSA regulates interstate household goods movers and requires them to register with the agency. Its regulations protect consumers on interstate moves and define the rights and responsibilities of consumers and household goods carriers.

The Federal Motor Carrier Safety Administration
1-800-832-5660 • TTY: 1-800-877-8339 www.protectyourmove.gov
Publication No: FMCSA-E-05-006

ATLAS VAN LINES DISPUTE SETTLEMENT PROGRAM

(Sponsored by the American Moving & Storage Association, Alexandria, Virginia)

What is Arbitration?

Arbitration is a dispute resolution process whereby a neutral arbitrator will resolve your dispute instead of a judge or jury in court.

The parties involved in the dispute agree to use a mutually selected arbitrator to review their dispute and resolve it by rendering a decision or award that is binding on the parties. Like litigation, arbitration is an adjudicative process designed to resolve the specific issues that will be submitted by you and your mover. However, arbitration differs from litigation in that it does not require conformity with the legal rules of evidence and the proceeding is conducted in a private rather than public forum.

Many parties choose to use arbitration for resolving their disputes to avoid the high costs of lawsuits. Often, a dispute can be arbitrated within a shorter time and at lower cost than by going to court.

How Does the AMSA Program Work?

The American Moving and Storage Association (AMSA) is a national trade association that represents carriers and agents in the household goods moving industry. AMSA sponsors a dispute settlement program so that its members can comply with the Federal requirement of providing a fair and effective way to resolve disputes regarding articles in your shipment that you have claimed as lost or damaged during your move and/or whether you must pay additional charges that were billed to you by your mover after delivery of your shipment.

The National Arbitration Forum (NAF) administers our arbitration program. NAF is an independent, non-governmental organization that is not affiliated with AMSA or with any household goods moving company.

NAF maintains a panel of independent and neutral arbitrators that include attorneys, law professors and former state and federal judges to resolve disputes. NAF charges an administrative fee to arbitrate your dispute. The administrative fee, which is divided equally between the parties (unless your mover agrees to pay all or a portion of your share of the fee), is paid to NAF; AMSA does not receive any portion of the administrative fee. The parties to your proceeding will be you and your mover with NAF acting as the neutral program administrator. Neither AMSA nor any of its employees takes any role in the arbitration proceeding or has any influence in the outcome of the arbitrator's decision. (AMSA serves only as a clearinghouse to make sure that your mover properly addresses your initial request for arbitration as required by the Federal statute.)

The arbitrator's decision that you receive from NAF will be kept confidential. Federal law (Section 14908, Subtitle IV, Title 49 United States Code) specifically prohibits an interstate carrier or its agent from disclosing information about your shipment without your permission, except in response to legal process issued under authority of a court of the United States or a State or to an officer, employee, or agent of the United States government. Therefore, AMSA respects your right to privacy in such matters and will keep the results of your arbitration case confidential.

When is Arbitration Appropriate?

Disputes eligible for arbitration are unresolved claims on interstate shipments of household goods for individual consumers that may occur as a result of 1) loss or damage involving the articles contained in your

shipment, or 2) additional charges that were billed to you by your mover after the delivery of your shipment.

While most disputed claims for loss and damage are eligible for consideration under the mandatory arbitration provisions, only certain types of disputed charges are eligible. Disputes regarding **charges that were collected by your mover when the shipment was delivered are not subject to mandatory arbitration**. However, disputes regarding **additional charges that were billed to you by your mover after your shipment was delivered are eligible for consideration** under the mandatory arbitration provisions.

For example, if you received a non-binding estimate from your mover for \$7,000, you would be required to pay no more than 110% of this amount (or \$7,700) at delivery for the services and quantities (weight) listed on your estimate. If your shipment weighs more than the estimated amount, your mover will invoice you for the additional amount after your shipment has been delivered. The amount of the additional billing is the amount subject to arbitration.

If you and your mover cannot resolve your dispute, you may request that arbitration be used to resolve your claim. Before arbitration can begin however, you must be sure that you have exhausted your remedies through the mover's regular claims process and that the mover has made its final offer to you. In accordance with Federal law and the terms of your Bill of Lading contract, your claim for loss or damage must be filed with your mover within nine months of delivery. The carrier must acknowledge your claim within 30 days of receipt, and within 120 days must pay, deny, make a settlement offer or advise you of the status of the claim and the reason for any delay in disposition. Your claim regarding disputed charges must be filed within 180 days of receipt of the mover's invoice.

Disputes involving other types of claims may be arbitrated under the program only if both you and your mover agree to do so.

What Are the Legal Effects of the Program?

Congress provides requirements for dispute settlement programs in Section 14708 of Title 49, United States Code, under the authority of the U.S. Department of Transportation. These requirements are reflected in the program rules. You should carefully consider the legal effects of binding arbitration before you decide to use the program.

Arbitration under this program is optional and voluntary for you, but not always so for your mover. Your mover must agree to your request for arbitration of disputed claims of \$10,000 or less, if no settlement can be reached. However, if you request arbitration of a disputed claim over \$10,000, your claim will be submitted to arbitration only if both you and your mover agree to arbitration. Once both you and your mover have signed the official forms and submitted the dispute to NAF for resolution, a neutral arbitrator will render a final decision.

The arbitrator's decision is legally binding on both parties and can be enforced in any court having jurisdiction over the dispute. Under the rules of the program, there is a limited right to appeal the arbitrator's decision; however, courts will not usually revise findings of fact or law in a binding arbitration award.

How Do I Request Arbitration?

You may request arbitration by writing to the **American Moving and Storage Association, Attention: Dispute Settlement Program, 1611 Duke Street, Alexandria, VA 22314**. Your request to AMSA may also be sent by fax to **703-683-7524**. Your request must be sent to AMSA within 90 days after your mover has made its final written settlement offer or denial of your claim to you.

Along with your name, address and telephone number, the following information should be included in your request for arbitration:

- The name of your mover and the identification number (if any) of the shipment,
- The name your shipment moved under (if other than your own),
- The dates and locations where the shipment was picked up and delivered,
- The dollar amount you are seeking to recover through arbitration, and
- A brief description of your dispute, including how you believe your

claim could be resolved by your mover.

Settlements are often achieved before the arbitration process begins. Therefore, do not include the administrative fee or detailed documents supporting your position with your initial request. Instead, AMSA will request this information from you later if your dispute cannot be settled and your case proceeds to arbitration with NAF.

After AMSA receives your information, AMSA will promptly notify your mover of your request for arbitration and, if the dispute falls within the program guidelines and a settlement is not achieved, AMSA will forward to you the required forms and program rules. You will then have 30 days to complete the forms and return them to NAF, along with your portion of the administrative fee. Then your mover submits its documentation and its portion of the administrative fee and the arbitration process begins. The arbitrator makes most decisions within 30 days of receiving all the necessary forms and documents.

What Can an Arbitrator Award?

The arbitrator may grant any remedy or relief the arbitrator feels is just and appropriate within the scope of the agreement between you and your mover and within the rules of the program. In general, the amount of any award may not exceed your mover's liability under the bill of lading, or in case of disputed charges, the total amount of disputed additional charges.

In reaching a decision, the arbitrator will consider the applicable laws and the provisions of the tariff, as well as applicable practices of the moving industry. Under the rules of the program, the arbitrator only has jurisdiction to consider claims for loss or damage to the household goods transported, disputed additional transportation and service-related charges assessed by the mover in addition to those collected at delivery, or such other disputes arising out of the transportation of the household goods that are mutually agreed upon, in writing, by both you and your mover. The arbitrator has no jurisdiction to consider any other claims, including, but not limited to: consequential or incidental damages, mental anguish, loss of wages, punitive damages, alleged fraud, violations of law or any claim that cannot be arbitrated under law, such as allegations of criminal activity.

How Much Does Arbitration Cost?

The Administrative Fee charged by NAF is based on the total amount of the claim in dispute. When the amount of the claim is: **\$10,000 or less, the fee is \$500; Over \$10,000 up to \$20,000 - \$550; Over \$20,000 up to \$30,000 - \$600; Over \$30,000 up to \$40,000 - \$650; Over \$40,000 up to \$50,000 - \$700; Over \$50,000 - \$700 plus one (1%) percent**

of the amount over \$50,000. Unless otherwise agreed to by both parties, you and your mover will pay equal shares of the fee.

For example, if the amount of the dispute is \$7500, the applicable administrative fee would be \$500. This fee would be **shared equally** between the parties **with you and your mover each paying \$250**. If the claim in dispute is higher, \$75,000 for example, a \$700 fee would apply plus 1% of the amount over \$50,000. In this example, the fee to be shared by the parties would be \$950 (\$700 plus 1% of \$25,000); the fee for each party would be \$475.

The arbitrator may apportion the fee as part of the final award by determining which party shall pay the cost or a portion of the cost of the arbitration proceeding, including the cost of initiating the arbitration process. In other words, the arbitrator may decide to refund all, a portion or none of your administrative fee, depending on the circumstances of your dispute.

If you would like to receive more information on the Dispute Settlement Program, you may write to AMSA at the address shown below and request a copy of the program rules and sample forms or log on to our web site at www.moving.org for more information.

American Moving and Storage Association

1611 Duke Street • Alexandria, Virginia 22314-3482
703-683-7410 • Fax 703-683-7524
www.moving.org

© December 2005 American Moving and Storage Association

CUSTOMER COMPLAINT AND INQUIRY PROCEDURE

Atlas handles customer complaints and inquiries in two ways. First, you may contact either the origin agent or the destination agent identified on your bill of lading in writing or by telephone. These agents may provide you with a toll free number. If not, you would pay for the call. Second, you may write Atlas' corporate office at the following address or call Atlas' corporate office directly on the following numbers:

Address:

PO Box 509
Evansville, IN 47703-0509
Attn: Customer Service

Telephone:

800-252-8885
(toll free - Atlas pays for the call)
or **812-424-2222**
(you pay for the call)

The corporate office and agent personnel responsible for customer complaints and inquiries will take your complaint or inquiry and, depending upon the complaint or inquiry, will either respond to it immediately (if by telephone), request you file your complaint in writing, or will attempt to provide either a telephonic or written response at the number or address that you furnish them.

To expedite response to any inquiry, please have your shipment registration number available. This number is found in the upper right hand corner of your Atlas bill of lading.

VALUATION OPTIONS: WHAT'S RIGHT FOR YOU?

Protect Your Belongings... By Choosing the Option that's Right for You.

Placing a Value on Your Shipment

The *Order For Service* you will sign with Atlas provides two options for placing a value on your shipment. The value that you select sets the limit of Atlas' maximum liability for loss or damage to your goods. These optional levels of liability are not insurance agreements that are governed by state insurance laws, but instead are authorized under Released Rates Orders of the Surface Transportation Board of the U.S. Department of Transportation.

Before you sign the *Order For Service* with Atlas, you must decide how much your articles are worth and declare a value for your shipment.

- **Option 1 — Full Value Protection** is the most comprehensive plan available for protection of your goods. When you select this option, articles that are lost, damaged or destroyed will, at Atlas' option, be either repaired, replaced with articles of like kind and quality, or a cash settlement will be made for the repairs or for replacement of the articles at their current value, regardless of the age of the lost or damaged articles.

Under this option, you have two choices for establishing Atlas' maximum liability on your shipment:

1. You can declare a value based on the weight of your shipment, multiplied by an amount of not less than \$5.00 per pound, or
2. You can declare a higher lump sum amount (for example, \$30,000).

The cost for option 1 is shown on the *Full Value Protection Options* (next page). The value you declare on your shipment must be at least equal to the weight of your shipment multiplied by \$5.00 per pound, subject to a minimum declaration of \$10,000. For example, if your shipment weighs 4,500 pounds, the minimum value that you must declare is \$22,500* (4,500 pounds multiplied by \$5.00 per pound). You can also choose a higher lump sum amount based on your estimate of what it would cost to replace all of your shipment.

- **Option 2 — Minimal Protection - 60 Cents Per Pound Per Article** is the most economical option available. This level of protection is provided at no additional cost; however, it only provides minimal protection. Under this option, Atlas assumes liability for no more than 60 cents per pound per article for loss or damage. This means that claims are settled based on the weight of the individual article(s) multiplied by 60 cents. For example, if a 10 pound stereo component valued at \$1,000 were lost or destroyed, Atlas would be liable for no more than \$6.00 (10 pounds multiplied by 60 cents).

Obviously, you should think carefully before agreeing to such an arrangement. This value option is considerably less than the typical value of household goods. There is no additional cost for this minimal protection and you must make a specific statement on the *Order For Service* agreeing to it.

*the minimum valuation would be rounded up to the next category listed on the *Full Value Protection Options* (next page).

Notes:

1. Atlas is permitted to make annual adjustments in the table of values and charges shown in this brochure to reflect changes in the U.S. Department of Labor Consumer Price Index.
2. When storage-in-transit is provided, an additional valuation charge applies for the time your shipment is in storage.

What You Must do to Declare a Value on Your Shipment

The *Order For Service* you will execute with Atlas contains the *Customer's Declaration of Value*. You should fully understand its contents since you will be required to declare a value for your shipment and sign the Declaration certifying that you did so.

If you do not sign for valuation you will automatically receive Full Value Protection with no deductible and will be charged for it. Before completing the Order For Service, we recommend that you carefully read the sample Declaration (next page) and follow the instructions provided in the numbered directions (below).

One — Read the Declaration and evaluate your needs.

Two — Declare a specific valuation.

- A. To select Option 1 — "Full Value Protection," at \$5.00 per pound per article (minimum \$10,000), initial Line **1**.
- B. To select Option 1 — "Full Value Protection" for an amount different than under **1** initial Line **2** and write on Line **3** or **4** either:

1. A higher lump sum dollar amount (for example, \$30,000), or
2. A per pound amount which cannot be less than \$5.00 per pound.

An additional charge applies when you select this option (see the *Full Value Protection Options* - next page), but this higher level of valuation is much more likely to cover the value of your entire shipment and all of the articles included in your shipment.

When you select Option 1, you must also choose one of the three deductible levels of coverage. To do so, you must initial on:

- Line **5** to select no deductible, or
- Line **6** for a \$250 deductible, or
- Line **7** for a \$500 deductible.

- B. To select Option 2 — "Minimal Protection of 60 Cents Per Pound Per Article," write the words "60 cents per pound" on Line **8**.

Remember, this Option is provided at no additional charge; however, the protection provided by this option is considerably less than the average value of typical household goods, and you should understand that any recovery from Atlas for loss or damage will be nominal.

Three — You must SIGN AND DATE THE CUSTOMER'S DECLARATION OF VALUE on Lines **9** and **10**.

Four — Be certain that you understand the material contained in this booklet and if you do not, ask your Atlas agency representative for more information.

Full Value Protection Options

MAXIMUM VALUATION (IN DOLLARS)	OPTION A NO DEDUCTIBLE		OPTION B \$250 DEDUCTIBLE		OPTION C \$500 DEDUCTIBLE	
		(ALASKA)		(ALASKA)		(ALASKA)
\$ 10,000	\$ 146	(* \$ 292)	\$ 95	(* \$ 190)	\$ 70	(* \$ 140)
15,000	178	(* \$ 356)	115	(* \$ 230)	90	(* \$ 180)
20,000	205	(* \$ 410)	140	(* \$ 280)	110	(* \$ 220)
25,000	243	(* \$ 486)	170	(* \$ 340)	130	(* \$ 260)
30,000	293	(* \$ 586)	190	(* \$ 380)	150	(* \$ 300)
35,000	340	(* \$ 680)	220	(* \$ 440)	175	(* \$ 350)
40,000	389	(* \$ 778)	250	(* \$ 500)	200	(* \$ 400)
50,000	428	(* \$ 856)	290	(* \$ 580)	240	(* \$ 480)
60,000	499	(* \$ 998)	340	(* \$ 680)	285	(* \$ 570)
75,000	571	(* \$ 1,142)	410	(* \$ 820)	350	(* \$ 700)
100,000	705	(* \$ 1,410)	545	(* \$ 1,090)	460	(* \$ 920)
125,000	864	(* \$ 1,728)	675	(* \$ 1,350)	575	(* \$ 1,150)
150,000	922	(* \$ 1,844)	795	(* \$ 1,590)	680	(* \$ 1,360)
175,000	1,058	(* \$ 2,116)	925	(* \$ 1,850)	785	(* \$ 1,570)
200,000	1,215	(* \$ 2,430)	1,050	(* \$ 2,100)	890	(* \$ 1,780)
225,000	1,377	(* \$ 2,754)	1,175	(* \$ 2,350)	990	(* \$ 1,980)
250,000	1,539	(* \$ 3,078)	1,300	(* \$ 2,600)	1,100	(* \$ 2,200)
Exceeding \$250,000	(See Note)		(See Note)		(See Note)	

*Charge applicable only to shipments transported to or from Alaska.

NOTE: The charge for valuation exceeding \$250,000 shall be the applicable charge for the first \$250,000 of declared or released value plus 40¢ (*80¢) per \$100, or fraction thereof, for the amount of valuation in excess of \$250,000.

Valuation Protection Comparison	Valuation Charge	Cost To Repair/ Replace Stereo	Claim Settlement	Additional Cost To Shipper
Basic 60¢ per lb. per Article Liability	0	\$1000.00	\$6.00 (10 lbs. x 60¢)	\$994.00
FVP OPTION A	\$243.00*	\$1000.00	\$1000.00	0

*\$486.00 on an Alaskan shipment

- Full Value Protection Options are applicable to Household Goods shipments only.
- Your Atlas Agency representative can explain your options and you may select the plan that meets your needs.
- Reference should be made to Atlas' tariff for a full description of these matters.
- Atlas is not an insurance company; therefore, the options available under this item are contractual limits of liability as provided for in the I.C.C. Termination Act of 1995, Section 14706, and are not to be construed as "insurance".

CUSTOMER'S DECLARATION OF VALUE - THIS IS A TARIFF LEVEL OF CARRIER LIABILITY - IT IS NOT INSURANCE

Atlas offers two levels of liability for loss, damage or destruction of your shipment: Full Value Protection and Minimal Protection. The option that applies establishes Atlas' maximum liability for your goods, subject to the rules contained in Atlas' tariffs. **If you do not select an option, by law, you will receive Full Value Protection under Atlas' tariffs as specified below, with no deductible. You will be charged for this coverage according to Atlas' tariffs.**

OPTION 1: Full Value Protection. Under Full Value Protection, unless you declare a higher value for your shipment, your shipment will be transported based on a value of not less than \$10,000 or \$5.00 per pound multiplied by the actual weight of the shipment, whichever is greater. Subject to the value established for your shipment, if any article is lost, destroyed or damaged while in Atlas' custody, Atlas will either 1) repair the article to the extent necessary to restore it to the same condition as when it was received by Atlas or pay you the cost of such repairs; or 2) replace the article with an article of like kind and quality or pay you for the cost of such a replacement. An additional charge applies for this option. **To avoid this additional charge, you must select and sign for Option 2, Minimal Protection.**

If you declare a value for your shipment that is less than the actual replacement cost of your entire shipment, you waive Atlas' liability for the full value of your household goods to the extent that the total replacement cost exceeds the value that you declare.

To select Full Value Protection, complete the following:

① (initial) I select Full Value Protection and declare that the value of my shipment is the amount specified in Atlas' tariff (a minimum of \$10,000 or \$5.00 per pound, whichever is greater).

② (initial) I select Full Value Protection, but declare that the value of my shipment is either: Lump Sum \$ ③ or ④ per pound (must be more than the greater of \$10,000 or \$5.00 per pound)

You must also select one of the following deductible amounts that will apply for your shipment (if you do not make a selection, no deductible will apply):

No Deductible (⑤) (initial) \$250 Deductible (⑥) (initial) \$500 Deductible (⑦) (initial)

OPTION 2: Minimal Protection at 60 cents per Pound per Article. If any article is lost, destroyed or damaged while in Atlas' custody, Atlas' liability is limited to the actual weight of the lost, destroyed or damaged article multiplied by 60 cents per pound per article. This liability level is provided at no charge. **It is considerably less than the average value of household goods.** By selecting this option, you are waiving Atlas' liability for the full value of your household goods. If you do not select Minimal Protection, you will receive and will be charged for Full Value Protection, as outlined in option 1.

To waive Full Value Protection and to select Minimal Protection, you must write, on the line below, the words "60 cents per pound."

I select Minimal Protection and understand that my shipment will be valued at ⑧.

Your signature is required here: I acknowledge that I have 1) selected Full Value Protection and declared a value for my shipment and a deductible amount, or 2) selected Minimal Protection and waived Full Value Protection; and that I have received and have been given an opportunity to or have read a copy of Atlas' Important Information Booklet explaining these provisions.

Customer's Signature _____ ⑨ _____ Date _____ ⑩ _____



CUSTOMER RESPONSIBILITIES GUIDE / HIGH VALUE INVENTORY

ATLAS VAN LINES, INC.
1212 ST. GEORGE ROAD, P.O. BOX 509
EVANSVILLE, INDIANA 47703-0509
(800) 252-8885 / (812) 424-2222

ATLAS REGISTRATION NO.

The following list sets out your responsibilities prior to and at packing/loading, during transportation, and at time of delivery. This list is meant to alleviate most problems encountered during a relocation. Failure to complete these items may result in damage to your goods as well as to Atlas equipment or personnel. Thank you for taking the time to do the following:

• Pre Packing/Loading •

- Discard perishable items (food, house plants, etc.)
- Arrange non-Atlas transportation of jewelry, coins, currency, stocks, bonds, legal documents, valuable collectables, collections and medicines.
- Discard flammables, ammunition, cleaning solutions, paint, liquids, aerosol cans and propane tanks.
- Separate and identify items not being packed or transported by Atlas.
- Empty attic and crawl space of items to be packed or transported by Atlas.
- Remove wall art and ceiling fixtures and prepare them for packing or transport.
- Disassemble all particle board, press board and prefab furniture.
- Prepare electronics, audio, video and computer equipment for packing or transport.
- Disassemble or unhook appliances, including water and gas connections. Have appliances prepared for transport.
- Remove personal items from boats, autos and motorcycles. Make sure the gasoline level is no more than one quarter tank.
- Empty gasoline and oil from small engine gas-powered equipment (lawnmowers, blowers, etc.)
- Identify all High Value Items on the attached inventory form and give form to the van operator.
- Advise packers or the van operator of any firearms being packed or transported.
- Be present at time of packing and loading to verify inventory and sign documents.
- Check drawers, cabinets and closets to be sure all items are removed.
- Perform residence walk through with the van operator after loading is complete.

• During Transport •

- Notify your relocation coordinator of any schedule or contact information changes.
- Be available to accept delivery at any time during delivery dates.
- Verify total charges due with your move coordinator prior to delivery day. (C.O.D. shipments only)
- Arrange proper payment method (check, money order, credit card) prior to delivery day. (C.O.D. shipments only)

• During Delivery •

- Be present during entire delivery.
- Verify items delivered by using the Customer Check Off Sheet. Ask your van operator for this before delivery begins.
- Verify receipt of all items listed on High Value Inventory.
- Note any loss or damage (including damage to your residence) on Atlas documents prior to the van operator leaving, especially if the delivery is being made to a non-Atlas or mini storage facility.
- Perform residence walk through with the van operator.

• Atlas Literature/Forms Received •

- Atlas' Important Information Booklet _____
- Personal business card of the survey origin agency representative
- Don't Move Gypsy Moth and Gypsy Moth Advisory
- Let Atlas Take You Home Kit

I have discussed the customer responsibilities listed above with an Atlas agency representative and understand each of the items and what is expected and required of me. I have received the Atlas literature/forms marked.

Customer's Signature: _____ Date: _____
Agency Representative's Signature: _____ Date: _____

SAMPLE



HIGH VALUE INVENTORY FORM

U.S. DOT No. 125550

ATLAS VAN LINES, INC.
 1212 ST. GEORGE ROAD, P.O. BOX 509
 EVANSVILLE, INDIANA 47703-0509
 (800) 252-8885 / (812) 424-2222

ATLAS REGISTRATION NO.

Customer _____

Please list below all the items in your shipment considered to be of high value. The list should not include normal household items such as furniture, appliances and televisions under \$1,000 etc.

THE PURPOSE OF THIS FORM IS TO ASSIST YOU IN DETERMINING THE TOTAL VALUE OF YOUR SHIPMENT AND TO ASSIST US IN DETERMINING WHICH ITEMS NEED SPECIAL HANDLING AND PROTECTION.

INVENTORY NO. *	DESCRIPTION OF HIGH VALUE ITEMS	VALUE
	ANTIQUES (Furniture over \$1,000, clocks over \$500)	
	ART OBJECTS (paintings, sculptures, figurines, etc. over \$1,000)	
	COMPUTERS, COMPUTER SOFTWARE, ELECTRONICS (Have you parked the hard drive and backed up the software?)	
	GLASSWARE (china, crystal, etc. over \$1,000) SILVERWARE (holloware, flatware, trays, platters, etc. over \$1,000)	
	HOBBIES AND COLLECTIONS (baseball cards, coin, stamp collections, all photography equipment, etc. over \$1,000)	

INVENTORY NO. *	DESCRIPTION OF HIGH VALUE ITEMS	VALUE
	JEWELRY (watches, rings, necklaces, etc. other than costume jewelry)	
	CLOTHING (furs, etc. over \$1,000)	
	OTHER (books, musical instruments, etc. over \$500)	
	CRATED ITEMS	

* TO BE COMPLETED BY ATLAS REPRESENTATIVE.

AT ORIGIN

I CERTIFY THE ABOVE LISTED INFORMATION TO BE TRUE, CORRECT AND COMPLETE. I HAVE READ AND UNDERSTAND THE STATEMENT OF CUSTOMER RESPONSIBILITIES.

SAMPLE

X _____
 SIGNATURE OF CUSTOMER OR CUSTOMER'S REPRESENTATIVE DATE

 SIGNATURE OF ATLAS REPRESENTATIVE AGENT/DRIVER CODE DATE

AT DESTINATION

I ACKNOWLEDGE RECEIPT OF THE ABOVE LISTED ITEMS AT TIME OF DELIVERY. ANY DAMAGES SHOULD BE NOTED ON THE INVENTORY OR DELIVERY REPORT

SAMPLE

X _____
 SIGNATURE OF CUSTOMER OR CUSTOMER'S REPRESENTATIVE DATE

 SIGNATURE OF ATLAS REPRESENTATIVE AGENT/DRIVER CODE DATE

TERMS AND CONDITIONS OF THE BILL OF LADING

This is the contract of carriage between Atlas Van Lines, Inc. ("we" or "us") and you, the owner(s) and/or shipper of the goods covered by this contract. If your goods are being moved under a contract between us and your employer or another party, the terms of that contract will apply, PROVIDED THAT, BY ACCEPTING DELIVERY OF THE SHIPMENT, YOU WILL BE LIABLE FOR THE PAYMENT OF ALL CHARGES IF THE EMPLOYER OR OTHER THIRD-PARTY DOES NOT PAY THEM. We agree to transport your household goods under the following terms:

1. All of the provisions of our tariffs (available on request), including those setting out the charges for your shipment, some of which may not be included on the front of this bill of lading, are incorporated into this contract.
2. We are not obligated to transport your shipment by any particular schedule, means or vehicle, other than with reasonable dispatch. We may deliver your shipment on any date within the delivery dates specified in this bill of lading. If we cannot make delivery at the address shown on this bill of lading or any other address of which you have notified us for any reason that is not our fault (including your failure to pay amounts due or unavailability to accept delivery on a date within the specified delivery dates), then we, at our option, may store your shipment at your cost in a warehouse selected by us in the general area of the specified destination.
3. You, upon tender of the shipment to us, and the person to whom the goods are to be delivered if different than you (the "Recipient"), upon acceptance of delivery of the shipment from us, shall be liable, together and individually, to pay all charges due on account of the shipment pursuant to our tariffs. The extension of credit, if any, to either you or the Recipient for unpaid charges shall not relieve the other party of the obligation to pay the charges. YOU AND THE RECIPIENT ARE LIABLE TO US FOR A SERVICE CHARGE EQUAL TO 1% OF THE UNPAID CHARGES FOR THE SHIPMENT (MINIMUM \$20.00) FOR EACH 30-DAY PERIOD THAT THE CHARGES REMAIN UNPAID AND FOR THE FULL AMOUNT INCURRED BY US IN COLLECTING ANY AMOUNT DUE ON YOUR SHIPMENT, INCLUDING COSTS AND ATTORNEYS' FEES.
4. Subject to the exceptions and limitations set forth below, we shall be liable for physical loss, damage or delay to your goods from external causes while we are transporting them or they are being held in storage-in-transit. We will not be liable for any such loss, damage or delay caused by or resulting from (a) your or the Recipient's act or omission; (b) defects in the goods or loss or damage that is unavoidable due to the nature of the goods, including susceptibility to damage because of atmospheric conditions and changes in those conditions, such as humidity or temperature; (c) hostile, warlike or terrorist activity, government action, strikes, lockouts or civil disturbances (all as further defined in our tariffs); (d) acts of God; and (e) with respect only to delays, highway obstructions, faulty, inadequate or impassable highways or bridges, lack of ferry capacity, or breakdowns or mechanical defects in vehicles or equipment (from any cause other than our negligence). In particular, we shall not be liable for and you shall indemnify us against loss or damage caused by the inclusion in your shipment of explosives or dangerous articles.
5. In addition, our liability will be limited by the valuation option that is selected by you on the order for service or, if your employer or another party is paying for your move, by that party. Our maximum liability shall be: (a) the lesser of 60 cents per pound times the actual weight of any lost or damaged article or the actual loss or damage to the article if the shipment was released to us with liability limited to 60 cents per pound per article; (b) the greater of \$5.00 per pound times the weight of the shipment or the declared lump sum value, in each case subject to a minimum of \$10,000, subject to any selected deductible option and the specific terms of Item 1502 (Full Value Protection) of our tariff; or (c) if no value is declared, \$5.00 per pound times the weight of the shipment, subject to the specific terms of Item 1502 (Full Value Protection) of our tariff. The weight used for determining the minimum valuation shall be the actual weight or, if the shipment is transported pursuant to the terms of Item 1501 (Binding Estimate Program) of our tariff, the estimated weight. The terms of our tariffs contain more complete explanations on the limits of our liability, give us the option to repair or replace items on which claims are made and set specific limits on certain items, e.g. automobiles.
6. In order to be able to recover any amount from us, you must file a written claim with us for any loss, damage, injury or delay. We must receive your claim at our headquarters within nine months after delivery of your shipment. If we fail to deliver your entire shipment, we must receive your claim at our headquarters within nine months after a reasonable time for delivery has passed. You must file any lawsuit within two years and one day from the date when we give you written notice that we have disallowed your claim or any part of it. We may not pay your claim if there are charges due on your shipment. If your claim is for an overcharge, you must contest the charges with us within 180 days of receipt of the initial bill for the charge and file a lawsuit within 18 months of receipt of such bill. When you do not file a claim or lawsuit within the time periods indicated, we will not be liable to you and the claim will not be paid. Our tariffs include information required to be included in a claim.
7. This contract applies to you and to anyone else claiming any interest in the goods. Unless you specifically advise us otherwise, you authorize any person who releases your shipment to us at origin or accepts it at delivery to act for you and sign any document in connection with your shipment. If no one is authorized to act for you, you may be required to be present in person.



integrity | quality | solutions

Atlas Van Lines, Inc.
1212 St. George Road • Evansville, IN 47711
800-847-6683 • www.atlasworldgroup.com

NOTICE: Atlas Van Lines, Inc. is an interstate motor carrier. Each affiliated agency is independently owned and operated. An affiliated agency represents Atlas for **interstate** (from one state to another) moves only. **Local** and **intrastate** (within a single state) moves are not provided as an agent of Atlas. Questions concerning *local* and *intrastate* moves should be directed to your local agency representative, not to Atlas Van Lines, Inc.