

Local Move Paperwork Summary

Introduction

Prior to the move the office will prepare a packet of documents for the job. Each of these documents are designed to satisfy the requirements of the law and to help with the efficiency of the job. The following documents are needed on each job .

Paperwork

- Orange Information Sheet This sheet is included in the front of the pack and provides a basic road map for the details of the job. Currently there are 2 different Information sheets being used. One is computer generated and the other is handwritten.

Table of Measurements

Agent

Name: [Redacted] Title: [Redacted]

Origin/Destination

Origin: [Redacted] Destination: [Redacted]

Service Information

Working Dates: [Redacted] Nonworking Dates: [Redacted]

Special Instructions

Special Instructions: [Redacted]

Packing/Unpacking Summary

Item	Unit	Quantity	Weight	Volume	Value
Box		10	100	100	100
Carton		5	50	50	50
Crates		2	20	20	20
Other		0	0	0	0

Cubes and Ship Units

Item	Quantity	Weight	Volume	Value
Box	10	100	100	100
Carton	5	50	50	50
Crates	2	20	20	20
Other	0	0	0	0

- Bill of Lading The Bill of Lading is the term used in the transportation industry for the billing statement or contract. The document is very important because it contains the final charges. There are 3 different local bill of lading that are used. Local moves in Kearney, NE use the Tariff 22 Bill of Lading , local moves done in other Nebraska communities use the Tariff 7F Bill of Lading for locals, and the Kansas Tariff KS100 Bill of Lading for locals. All of these documents are similar to the example below.

UNIFORM HOUSEHOLD GOODS BILL OF LADING AND FREIGHT BILL

Kearney Moving Service 2100 25th St, Kearney, NE 68847 (308) 237-2442

Services are not provided as an agent for Atlas Van Lines.

SHIPPER INFORMATION

Name: [Redacted] Address: [Redacted] City: [Redacted] State: [Redacted] Zip: [Redacted]

CONSIGNEE INFORMATION

Name: [Redacted] Address: [Redacted] City: [Redacted] State: [Redacted] Zip: [Redacted]

DESCRIPTION OF GOODS

Quantity	Weight	Volume	Value
10	100	100	100
5	50	50	50
2	20	20	20
0	0	0	0

CHARGES AND FREIGHT

Item	Rate	Quantity	Amount
Base Rate	100.00	1	100.00
Fuel	10.00	1	10.00
Taxes	5.00	1	5.00
Other	0.00	0	0.00
Total			115.00

TOTAL CHARGES

Total Charges: 115.00

- **Estimate** The estimate is a document that summarizes the estimated cost of services. This document is sent to the customer prior to the move to help them anticipate the cost of the job.

Kearney Moving Service AFSEC # 0014627

Moist Moving & Storage, LLC - (204)
 Local Move - Estimated Cost of Services
 2180 25 Road - Kearney, NE 68847 P.O. Box 1357 -
 (402)277-1241 (800)277-7539 fax (402)277-2514

Moving From: 804 Larimer
 4723 Ave E
 Kearney NE
 68827-1227

Moving To: Good Street
 Kearney NE

This estimate is based on a rate of \$20.00 per man/per truck - according Nebraska Tariff #22

Explanation of Services	Totals
Labor and Truck use based on	\$315.00
2 men x 8 hr = 16 truck at \$20.00 per hour	
2.00 hours estimated to perform the move	
Labor to pack cartons	\$35.00
Cost of packing supplies	\$20.75
4 cartons	
Valuation	\$25.00
Trailer Rental - monthly rate	\$0.00
Storage - monthly Rate	\$0.00
Warehouse Handling	\$0.00
Fuel Surcharge	\$7.52
Estimated Cost of Service	\$480.00 - \$530.00

This is only an estimate. Other charges may vary but are reported within 10% of the estimated price.

Please make sure you are ready.

- No open flames will be transported.
- Lamps, picture, and glass items must be packed.
- Please disconnect cables, hoses, and disassemble prior to the move.
- Please disconnect TV and electronics.
- Payment is full in full at the end of your move. We accept cash, check, and credit cards.
- Save money by being prepared. Our estimates are more accurate if you are ready to move.

Thank you for considering us for your upcoming move. As a locally owned and operated business we work very hard to give you the personal attention that you need. We strive to give accurate estimates to all of our customers. Our estimates are reported within 10% of what we estimate, provided that you are prepared and don't have any changes to what you requested. Please give us a call if you have any questions.

- **Customer Comments Card** The customer comment card is a self addressed postcard that we leave with the customer after the move for them to give us feed back.

Kearney Moving Service

Kearney Moving Service would like to thank you for giving us your business! We welcome the opportunity to serve you again and we would appreciate your comments on your moving experience with us.

1. How would you rate the courteousness and professionalism of the following:

- Our phone receptionist? Excellent Average Poor
- Our estimator? Excellent Average Poor
- Our moving crew? Excellent Average Poor

2. How would you rate the quality of our work? Excellent Average Poor

3. Did you feel that your belongings were handled with professionalism and care?
 Yes No Other _____

4. In your opinion, was the cost of your move a good value?
 Yes, a good value. What I expected. No, a poor value.

5. How likely would you recommend Kearney Moving Service to others?
 Very likely Neutral Very unlikely

6. What did you think of the overall experience? _____

Name _____

Large enough to serve... Small enough to care

- **Credit Card Release Form** The Credit card Release Form is a document that is used for customers that wish to pay with a credit card.

Credit Card Release Form

I authorize Kearney Moving Service to charge my credit card account identified below for transportation and related charges in the amount of \$ _____

Cardholder Name _____
(Please Cardholder Name exactly as it appears on the credit card)

Cardholder's Mailing Address _____

City _____ State _____ Zip Code _____ + _____

Credit Card # _____ Expiration Date _____ Card Verification # _____

Cardholder Signature _____ Date _____