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

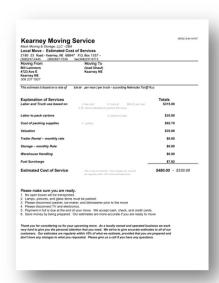
Orange Information Sheet
 This sheet is included in the front of the pack and provides a basic road map for the details of the job. Currently there are 2 different Information sheets being used. One is computer generated and the other is handwritten.



• <u>Bill of Lading</u> 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 ladings that are used. Local moves in Kearney, NE use the Tariff 22 Bill of Lading, local moves done in other Nebraska communites 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.



• <u>Estimate</u> 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.



• <u>Customer Comments Card</u> 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.



• <u>Credit Card Release Form</u> The Credit card Release Form is a document that is used for customers that with to pay with a credit card.

