



RULES & REGULATIONS FOR COMMERCIAL MOVING

Thank you for choosing Movedex for all your relocation needs. We hope that you will be pleased with our services and take full advantage of all that our company has to offer. In order to avoid any misunderstandings we ask you to review the following information and ask the foreman of your moving crew any questions concerning your move. You can also call our office and ask to speak with the relocation consultant that made the reservation for you.

- The final cost of your move will be determined by the following:
 1. Number of movers, trucks and hours of the move.
 2. The labor includes: packing and unpacking services, loading and unloading your goods from and to the truck/s, travel time from our office to your home, travel time from your old home to the new home, and travel time from your new home back to our office (unless other arrangements have been made upon reservation).
 3. Any additional services such as box delivery, disposal service, storage, parking permits, building insurance, crating or full coverage for your goods.
 4. Packing supplies needed for your move will be charged based upon the following rates:

DESCRIPTION	\$ PER UNIT	DESCRIPTION	\$ PER UNIT	DESCRIPTION	\$ PER UNIT
Book Box	\$3.00	File Box	\$4.00	Linen Box	\$5.00
China Box	\$10.00	Picture Box	\$8.00	Wardrobe Box	\$15.00
Mattress Box	\$40.00	Mattress Cover	\$10.00	Shrink Wrap per item	\$10.00
Packing Paper	\$30.00	Packing Tape	\$3.00	Moving Pad Rental per month	\$3.00

5. The final cost of your storage fee will be determined on the day of your move according to the volume of your move and the storage unit you may need. A rental fee for moving pads will be added to your final cost based upon \$3.00 per pad per month, multiplied by the number of pads used for your move. If you wish to avoid these rental charges, you will have to sign a waiver stating that you will take full responsibility for all damages that may occur to your goods during the moving and storage process.
 6. Any out of the ordinary services needed will be determined on the pick up or delivery day, unless arrangements have been made upon reservation.
 7. Full valuation coverage- only if such a service has been made upon reservation. Full coverage involves submitting paper work and documents before the move.
 8. Fuel charges will apply if necessary and in most cases will be determined upon reservation, unless pick up or destination location has been changed on the moving day.
- Please submit you information below to make sure we have the current destination address for your move.

COMPANY NAME			
ATTENTION			
DESTINATION ADDRESS			
SUIT NUMBER		CITY	
STATE		ZIP CODE	
PHONE NUMBER		OTHER NUMBER	
CONTACT NAME		CONTACT NAME	
PHONE NUMBER		PHONE NUMBER	

I _____, have read the rules and regulations above and fully understand and agree to them.

Customer Signature: _____, Date: _____



RULES & REGULATIONS FOR COMMERCIAL MOVING

- Upon completion of the loading at the origin address, it is the customer's responsibility to make sure that nothing has been left behind, and if so to make sure to inform the foreman of your crew.
- * Upon completion of the unloading at the destination address, it is the customer's responsibility to inspect the truck/s and make sure that nothing has been left behind, and that all your goods are placed in the rooms to your satisfaction.
- Movedex will not move any plants, laundry detergent, liquor, poison, gas tanks, paint, stain or any other flammable items or liquids in bottles or bags. We will not move weapons of any kind. We will not assume any responsibility for unknown boxes packed by the customer that contain such items.
- Movedex will not move any items with extraordinary value, unless other arrangements have been made upon reservation. It is your responsibility to have them packed before our staff arrives at your home on the moving day. We will not assume any responsibility for unknown boxes packed by the customer that contain such items including but not limited to jewelry, furs, stocks, bonds, cash, picture albums, antiques and art collections of any kind.
- Movedex will not take any responsibility for loss or damage consisting of breakage of fragile items, unless packed and unpacked by us and caused directly by fire, collision or overturn of the transportation vehicle.
- Movedex will not take any responsibility for any internal electronic or mechanical damage to items, when packed or unpacked by us or by the customer.
- Movedex will not take any responsibility for your goods if lost or damaged by acts of God such as earthquake, flood, tornado, hurricane, etc.
- Movedex will not take any responsibility for lost data in your computers and servers. Please back up your computers and servers prior to the move.
- Movedex will not take any responsibility for damage to your printers from ink. Please drain your ink from printers prior to your move.
- Movedex will not take any responsibility for your goods in times of hostile warlike actions, or acts arising from riots, civil commotion, strikes or labor disturbances.
- As a licensed common carrier in the commonwealth of Massachusetts we are required to provide you with limited liability coverage at no charge. Under this option the maximum liability of the carrier is limited to \$0.60 per pound per article, in the event of damage or loss. Please advise the foreman of your crew of any questions concerning the valuation or you can simply call us and speak with the relocation consultant that reserved your move.
- **Gratuity is customary, it is never mandatory. If you feel that our movers did an exceptional job we do not discourage gratuities. For your convenience and information 10- 15% of the total cost is the average gratuity. However, due to the sensitive nature of this subject, if you have any questions concerning the gratuity, please call us and discuss it with your relocation consultant.**

I _____, have read the rules and regulations front and back and fully understand and agree to them.

Customer Signature: _____, Date: _____



CUSTOMER ONLY- AT THE COMPLETION OF THE JOB

- Please initial at the end of each paragraph:
- I have inspected the moving truck/s and made sure that all of my goods have been unloaded to my business: _____
- I have inspected all my goods and made sure that all my goods has been delivered in the original condition: _____
- I have walked through my premises and verify that the moving services have been completed: _____