

## MOVE INFORMATION

Please review the following information in order to make your relocation much smoother.

- The moving company is required to conduct a pre-move survey at your residence in order to estimate the weight of your goods, packing materials needed and to determine if there are any special services required.
- You are responsible for informing the surveyor of all items that are to be transported and for making them accessible, even items in the attic, garage, shed, basement and any other storage facility.
- No packed-by-owner items are allowed to be transported. Everything must be professionally packed by the moving company.
- Please go over the list of prohibited articles that follows this for items not to be included in your shipments.
- Your goods are insured at \$8.50 times the net weight of your shipment. To seek a greater value, please contact us to get a quote and to pay for the additional coverage.
- You are responsible for disassembly / reassembly of icemakers, swing sets, playground equipment, television and radio antennas, satellite dishes and any other similar items.
- You are responsible for disconnecting / reconnecting gas and electric washers, dryers and dishwashers.
- You are responsible for draining and filling of waterbeds.
- You cannot send any bicycles by air unless they are able to fit into the appropriate size triwalls. These must be in your ocean portion.
- Additional third party services and crating will be submitted to State Department by your move coordinator, who will then inform you of State Department's acceptance or denial.
- You or your designated person must be present at time of pack and load.
- You or your designated person must sign the inventory at origin acknowledging that it is an accurate list of your items.
- You must contact your move coordinator immediately if there is any issue or concern with the moving company not performing to your standards.
- You are responsible for the transportation costs of your UAB and your HHG shipments over your authorized weight allowance. Your State Department counselor will be able to supply you with the cost for any excess.
- You are responsible for any attempted pick up/delivery charges if you are not available on the pre-arranged pick up/delivery date. If a date needs to be adjusted, we must receive 48 hour notice to avoid any charges.
- You or your designated person must be present at time of delivery. You must sign the inventory indicating the items that are present and their condition. If any items are missing or damaged, please indicate this on the inventory and inform your move coordinator.
- PLEASE COMMUNICATE WITH YOUR MOVE COORDINATOR REGARDING ANY ISSUES OR CONCERNS.

## **PROHIBITED ITEMS**

The following is a partial list of items that cannot be transported in your shipments

**COMBUSTIBLES:** alcohol, anti-freeze compounds, camphor oil, disinfectants, liquid cleaners, paints, primer, thinners

**CORROSIVES:** etching acid, iron/steel/rust preventing compounds, muriatic acid, nitric acid, photographic acids, sulfuric acid, car batteries, bleach

**FLAMMABLES:** adhesives, aerosol cans, ammonia, charcoal briquettes, cleaning fluids

**EXPLOSIVES:** black powder, cigarette load, dynamite, plastic explosives, explosive auto alarms, fireworks, ammunition, smokeless powder, souvenir explosive instruments of war, spear guns with a charged head, toy propellants, smoke devices, matches

**OTHER:** pesticides, radioactive medicines, fiberglass repair kits, bacterial cultures, contra band, cash, securities, firearms, trick noisemakers, unlicensed drugs, strong magnets, dry ice, swimming pool chemicals, prescription medication