PRE-MOVE SIGN-AHEAD FORM

STEP 1 OF 3 · REVIEW AND SIGN BEFORE MOVING DAY · ABOUT 10 MINUTES

Req # **Customer** **Move date**

Thank you for choosing H D Auston Moving Systems. This form covers the paperwork we would otherwise ask you to sign when our crew arrives. Signing it ahead lets you read at your own pace and lets our crew get started sooner. It has three parts: **A** Customer Protection Form, **B** High-Value Inventory, and **C** your coverage choice. On moving day, your foreman will review it with you for a minute to confirm nothing has changed.

HOW TO SEND IT BACK: Fill in the yellow fields on your phone or computer (or print it), sign, and return it by **replying to our email**, **texting photos to 864.901.0328**, or uploading it in your **online customer account**. Please return it at least **2 days before your move**. Questions? Call or text Hardy at 864.269.0073.

CONTACT ON MOVING DAY

Best phone **Email** **Person on site**

PART A · CUSTOMER PROTECTION FORM · PLEASE INITIAL EACH BOX

1. Walk-Through & Items Left Behind Please walk room by room with your foreman before loading. Anything you point out as not moving is tagged and left behind. Initial

2. Be Present Please be present (or have someone you designate) at loading and at delivery to direct placement and answer questions. Initial

3. Boxes We Packed vs. Boxes You Packed We cannot compensate for damage to the contents of boxes we did not pack, since we can't verify how they were packed. Initial

4. Valuables Keep money, jewelry, medications, important papers, keys and irreplaceable heirlooms with you. Do not put them on the truck. Initial

5. Particle Board / Pressed Wood Particle-board and pressed-wood furniture is moved at your risk; it can fail at the joints even with careful handling. Initial

6. Fragile Items Glass, mirrors, lamps and pictures travel in protective cartons or pads. Any pre-existing damage is noted before loading. Initial

7. Appliances We do not disconnect or reconnect gas, plumbing or electrical. Refrigerators and freezers must be empty, defrosted and dry. Remove everything from inside washers and dryers. Initial

8. Prohibited Items By law we cannot transport firearms, ammunition, gunpowder, paint, fuel, propane or chemicals. Please set these aside. Initial

9. Walls, Floors & Doorways We protect floors and door frames. If you ask us to move an item a way our crew advises against, you accept responsibility for resulting damage. Initial

10. Your Estimate Please keep in mind this is an estimate. Your final investment is based on the actual time needed to complete your move. Things like additional items, packing that isn't finished, or access challenges can change the time, and we'll always keep you informed along the way. Initial

11. Payment Any remaining balance is due at the end of your move. Credit cards carry a 3% processor fee. Our crew never collects card numbers. Initial

12. Paperwork on Moving Day Your foreman will explain each moving-day form before asking you to sign it, and you are welcome to take your time, count boxes and write down any concerns before signing. Initial

By signing, I confirm I have read each item above and had the chance to ask questions.

Customer signature (Part A) Date

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PART B · HIGH-VALUE INVENTORY

Req # _____ **Customer** _____ **Move date** _____

PART B · HIGH-VALUE INVENTORY · LIST ITEMS WORTH MORE THAN $100 PER POUND, OR CHECK "NONE"

Items of extraordinary value are items worth more than $100 per pound per article. Listing them lets our crew give them special handling. Items that often qualify: currency, coins, jewelry, precious metals, gold, silver or platinum articles (including silverware and service sets), china sets, crystal or figurines, furs, antiques, Oriental rugs, rare collectibles or art, manuscripts and other rare documents.

☐ **I have NO items valued at more than $100 per pound per article in this shipment.**

#	Item	Description / condition	Room	Est. value $
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Owner (shipper) agrees that any claim for loss or damage must be supported by proof of value. If items worth more than $100 per pound per article are included and not listed on this inventory, or this inventory is not signed, the mover's liability for those items will be limited to no more than $100 per pound per article.

Customer signature (Part B) _____ Date _____

Tips for moving day: keep cash, jewelry, medications, important papers and keys with you. Empty dressers of anything breakable or valuable. Point out anything that should NOT be loaded during the walk-through so the crew can tag it. If you have a "most precious" item, tell your foreman first thing, and we'll handle it with extra care.

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PART C · DECLARATION OF VALUE (YOUR COVERAGE) · PART D · FINAL SIGNATURE

Req # _____ **Customer** _____ **Move date** _____

PART C · DECLARATION OF VALUE · CHOOSE ONE OPTION AND SIGN

Please choose how your belongings are protected. If no option is chosen before moving day, your move is covered at the basic level of 60¢ per pound per article.

☐ **OPTION 1 · BASIC (RELEASED VALUE) · no additional charge.** I release this shipment to a value of $0.60 per pound per article. I understand the mover's liability for loss or damage is limited to $0.60 per pound per article (for example, a 50-lb TV = $30).

☐ **OPTION 2 · FULL REPLACEMENT PROTECTION · recommended.** Damaged items are repaired, replaced, or paid at current replacement value, up to the total value I declare below, less the deductible I choose. Price is based on the chart below.

Total declared value of my shipment $ _____ **Deductible:** ☐ **$0** ☐ **$250** ☐ **$500**

Not sure what to declare? Call or text Hardy at 864.269.0073 and we'll help you estimate the value of your belongings.

Full Replacement Protection: declared value	$0 deductible	$250 deductible	$500 deductible
Up to $30,000	$395	$271	$196
$30,001 – 35,000	$451	$296	$218
$35,001 – 40,000	$507	$332	$239
$40,001 – 50,000	$566	$371	$272
$50,001 – 60,000	$650	$419	$299
$60,001 – 75,000	$746	$491	$348
$75,001 – 100,000	$908	$607	$423
$100,001 – 125,000	$1,091	$741	$514
$125,001 – 150,000	$1,191	$867	$601

One-time charge for your whole move. For values over $150,000, call the office for pricing.

Customer signature (Part C) _____ Date _____

PART D · FINAL SIGNATURE

I have read Parts A, B and C, and the information I provided is complete and correct. I understand my foreman will review this form with me on arrival, and that I may update it then if anything has changed. I may sign this form electronically, and an electronic or photographed signature has the same effect as a handwritten one.

Customer signature _____ Printed name _____ Date _____

OFFICE / FOREMAN USE · ARRIVAL CHECK

Received by office (date / initials) _____ Reviewed with customer on arrival; no changes / changes noted ☐ No changes

Foreman signature _____ Customer initials _____ Time _____