

HOUSEHOLD GOODS MOVE POLICY AND INSTRUCTIONS

DOMESTIC EMPLOYEE RELOCATION INSTRUCTIONS

New employees are instructed to notify Al Elste, Traffic Department; 630/840-6896, prior to making any arrangements for their move. The Traffic Department will assist in coordinating the details of the move to insure a safe and timely pickup and delivery of your household goods and personal effects.

The Laboratory will engage a moving company for you and request a representative of the moving company contact you in order to make a cost estimate.

All movements of household goods require written authority from the Laboratory guaranteeing payment of charges, otherwise cash or a certified check will be required by the carrier from you before delivery at destination.

The carrier will be instructed to forward their invoices to the Traffic Department for review and audit prior to payment by the Laboratory.

The Laboratory will assume the following move related costs:

- Packing, unpacking and shipping
- Insurance at \$1.25 per pound
- Storage for up to sixty (60) days if required, and delivery out of storage to final destination.
- Appliance service, if requested

Increased insurance and storage may be obtained, but the additional charges will be borne by the employee. Additional services required by the employee must be authorized by the Employment Department.

CHECKLIST AT ORIGIN

You, or someone representing you, should be present whenever possible at the time of packing and actual loading.

- A. The exception sheet made by the mover at the time of loading is the controlling document covering both the articles shipped and the condition thereof at the time of shipment. It is your responsibility to review this sheet and insist on changes, if you are not in agreement, before your signature is given. This will prevent future controversy that might arise when furniture is delivered at your new location.
- B. Instruct the mover which goods are to be moved and which are not to be moved. Segregate articles such as luggage or valuables that you desire to take with you.
- C. Carriers are not ordinarily required to make delivery on a certain date or within a definite period of time, but only within a reasonable time.

- D. Bill of Lading - Before your shipment leaves the point of origin, you should obtain from the carrier a bill of lading or receipt signed by you and the carrier. Be sure this receipt shows the carrier's name, address and telephone number, an address and telephone furnished by you so the carrier can contact you regarding the shipment, the exact location to which your goods are moving, the date of loading and the preferred date of delivery.
- E. The carrier is prohibited from delivering perishables, frozen food, plants or shrubbery,
- F. At your present address have the following services discontinued:
- Gas
 - Water
 - Electricity
 - Telephone
 - Newspaper Delivery
- G. Remove spillables/breakables from dresser drawers and place on top of dressers.

NOTE: You should not:

- A. Pack your own shipment. You are liable for breakage when you do the packing.
- B. Ship articles of extraordinary value such as antiques, bonds, jewelry, personal papers, stamp, coin or other valuable collections.
- C. Pack matches, flammables, or other dangerous articles.

CHECKLIST AT NEW LOCATION

You or someone representing you must be present whenever possible at the time of unloading.

In the event of loss or damage to the shipment, be sure you describe such loss or damage by making notations on the carrier's inventory of articles or delivery receipt. These notations do not constitute filing a claim. They merely support any claim that may be filed later.

If there is a loss or damage, contact the destination agent. He will give you a Presentation of Loss or Damage Form to complete and return. The carrier will make repairs or pay you directly with the legal liability of \$1.25 per pound per article.

INTERNATIONAL MOVES

Before making any arrangements for movement of your personal effects, please contact the above-named Traffic Department. They will make the necessary arrangements for the movement of your authorized personal effects.

Please give advance notification of your relocation to assure proper arrangements can be made with the carrier's agent, air lines, steam ships, customs, etc.