



2GT Richmond, Inc.

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## So you want to book an interstate move?

Good! You've made the right choice going with My Guys Moving & Storage. As an interstate agent for Stevens Worldwide Van Lines, we will manage your move from start to finish. But you've already got the pitch, and now you have to fill out the paperwork. But how? The **Estimate/Order for Service** is the contract between us and you that outlines the perimeters of your upcoming move. This document is intended to guide you through filling it out so that you understand exactly what it is you're signing.

1. The Estimate – this is page 1. It has your information on it (which you should double-check) as well as a breakdown of the charges for your move. The “**Grand Total**” is the total cost for all the services you are being provided. If you have any questions, give us a call and we can explain it to you.
2. Carrier's Liability vs. Full Value Protection – moving companies don't have insurance, we have **valuation** (the difference is meaningless). You have two basic options for coverage on your move – full value protection, or carrier's liability. Carrier's liability covers your belongings at \$0.60 per pound per article and costs you nothing. This is at the bottom of the chart you see on page 2, and the “Total Move Price” is just the cost of your move.

However, you have other options. These are **full value protection**. Your “Maximum Level of Protection” is your weight, multiplied by 6, to (in most cases) the nearest ten thousand, and is the “value” of your shipment. This option comes with various deductibles ranging from \$1,000 to \$0 and costs a premium. These options are listed above the Basic Coverage, with the deductible @ the premium and under “Total Move Price” is the cost of your move if you choose this option. A quick word on

**deductibles:** if you have a claim, a deductible is the amount of that claim which you would be responsible for paying BEFORE Stevens Van Lines pays anything.

Choose which option you would like, in consultation with Cathy and/or your significant other.

Once you've made this decision, write it down. We'll come back to that later.

3. Method of Payment – select how you will be paying for your move. You are **COD** (cash on delivery) unless otherwise noted, so check beside “COD.” If you plan on paying with a credit card, please initial beside “CREDIT CARD.” **We do not accept personal checks for out-of-state moves.**
4. Agreed Pick-up and Delivery dates – please fill out the pick-up and delivery spreads that you and Cathy discussed. If your shipment is over 5,000 lbs (you can double-check the weight on page 1) then check that your shipment “does” qualify for guaranteed pickup, and if you are under 5,000 lbs then check that it “does not.”
5. Weights and charges – if you want to be at the scale while your shipment is getting weighed, then check that you “do” desire to observe the weighing. We don't have many people do this – it is not very convenient for many people, and all scales are certified. However, you definitely “**do**” want to be notified of actual weight and charges, so check that. Unless you don't want to know what your move actually cost.
6. “**Your Rights and Responsibilities When You Move**” – if we did an in-home estimate for you, you should have a copy of this publication. If we didn't, simply search for it on Google or click [this link](#). Sign and date.
7. In-home survey – did we perform an in-home survey for you? If so, check that we did. If not, check that you waived the in-home survey. Sign and date above “Shipper” (that's you).
8. **VALUATION!** – here is where you get to put that decision you made earlier about valuation to good use. If you decided to go with Full Value Protection, the top part of page 3 is for you. The “Total Value” of your shipment is the number under “Maximum Level of Protection” back on page 2. Write that here. We will write in the cost of your move with the level of protection you choose, but you can also find that

on page 2. Select the deductible you would like by initialing beside the option you chose, or if you chose a \$0 deductible don't initial any of them. If all of the above is done and correct, sign and date.

If you chose Carrier's Liability, skip down to the bottom half of the page. In the first blank, we will write the cost of your move with Carrier's Liability, which can be found on page 2. In the second blank, initial that you would like coverage of \$0.60 per lb per article. Finally, sign and date.

Scan and email ([pi.cttgwB@i.wuqxpi.co](mailto:pi.cttgwB@i.wuqxpi.co)), fax (804-644-2664) or mail (401 Dabbs House Rd, Richmond, VA 23

your Estimate/Order for Service back to us and you're good to go – thanks for choosing My Guys Moving &

Storage and Stevens Worldwide Van Lines!