

DEPARTMENT OF THE ARMY
417th BASE SUPPORT BATTALION KITZINGEN
TRANSPORTATION OFFICE
UNIT 26137
APO AE 09225



Servicing:

KITZINGEN

WUERZBURG

GIEBELSTADT

DEPLOYMENT PACKAGE

October 2004 Edition

LOCATION:

Larson Barracks
Building 1, Second Floor

OPERATIONAL HOURS:

Mon thru Fri	07:30 – 16:00 hrs
<i>Closed</i> for lunch	12:00 – 12:30 hrs

Sign-in stops 30 minutes *before* closing time

Closed on German holidays and American holidays

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INTRODUCTION

A successful deployment move is not a matter of chance. It is the result of careful planning and hard work. The active components of these efforts are the unit, represented by the unit's designated POC (point of contact), the Transportation Office, and you - the service member. We must coordinate our efforts for a common goal, a smooth transition.

This pamphlet has been prepared to help you understand entitlements and responsibilities concerning deployment (special) storage of household goods, unaccompanied baggage, and privately owned vehicles.

The key tool for Transportation to start processing a deployment move is valid orders. In absence of orders, a letter from the unit Commander stating an approximate deployment date and a roster of the deploying soldiers **actually requesting** storage of household goods and/or POV will suffice (*please see Sample Memo for Unit Commanders*). The statement should also confirm that no orders are available.



NO STORAGE CAN BE PROCESSED
WITHOUT VALID ORDERS *or*
COMMANDER'S LETTER.

WHO IS ENTITLED?

Entitlement for special storage of household goods, unaccompanied baggage and POV's is authorized only for **Single/Unaccompanied** soldiers deploying to Bosnia, Hungary, Macedonia, Kuwait, Saudi Arabia, Iraq, etc; for a duration of more than 90 (ninety) days. An exception for married service members applies only when spouse is also a service member and **both** are deploying at the same time.

WHAT ARE THE ENTITLEMENTS?

Service members that comply with requirements above may request special storage of their HHG's and one (1) POV for the duration of their deployment.

PREPARATIONS FOR DEPLOYMENT:

WHAT IS THE PROCEDURE FOR HOUSEHOLD GOODS STORAGE?

Each deploying soldier must complete the following forms:

- Worksheet for Deployment*
- Inventory (DD Form 1701)*
- Special Power of Attorney for Household Goods*

TRANSPORTATION OFFICE KITZINGEN

WORKSHEET FOR DEPLOYMENT – SPECIAL STORAGE

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY Title 37, United States Code 306; Title 5, United States Code 5726

PRINCIPAL PURPOSE (S) Application (request) for storage of personal property of military members and DOD employees. (a) Used to accumulate information for determining the number of shipments requested by the member to assure shipment of authorized weight to and from points authorized by orders. (b) Used by the Finance offices for collection from the member in case of excess costs. (c) Used to prepare the government bill of lading and other shipping documents (as applicable) to store personal property. Information is released to carriers.

DISCLOSURE Disclosure of information is voluntary, however, failure to provide information may result in your personal property not being shipped.

NAME (Last, First, MI)	GRADE/RANK	SSN
UNIT MAILING ADDRESS (APO)	PHONE (Duty)	PHONE (Home)
PICKUP ADDRESS Barracks	Building Number	Room Number
DEPLOYING TO?	DESTINATION:	
	SPECIAL STORAGE	

Accompanied Tour? <input type="checkbox"/> Yes <input type="checkbox"/> No	Married? <input type="checkbox"/> Yes <input type="checkbox"/> No	Firearms? <input type="checkbox"/> Yes <input type="checkbox"/> No	POV? <input type="checkbox"/> Yes <input type="checkbox"/> No	Motorcycle? <input type="checkbox"/> Yes <input type="checkbox"/> No
--	---	--	---	--

NAME OF POA HOLDER <i>(if applicable)</i>	RANK/ <i>(if applicable)</i>	UNIT <i>(if applicable)</i>	PHONE <i>(if applicable)</i>
---	--	---------------------------------------	--

SIGNATURE OF SERVICE MEMBER (OR POA HOLDER)	DATE
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REMARKS (for Transportation Office use only): **SHIPMENT CODE: SPECIAL STORAGE**

COUNSELOR'S SIGNATURE:	DATE:
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AETV-WG FORM 94-R, 01 SEP 02 PREVIOUS EDITIONS ARE OBSOLETE



INVENTORY OF HOUSEHOLD GOODS

LAST NAME, FIRST	BLDG # & ROOM #, OR HOUSE ADDRESS

ARTICLE	# OF PCS	ARTICLE	# OF PCS	ARTICLE	# OF PCS	ARTICLE	# OF PCS
LIVING ROOM		BATHROOM		OUTDOOR (Cont.)		PREPACKED	
Bench		Magazine rack		Doll house		Footlockers	
Bookcase		Towel rack		Tool shed		Trunks	
Bookshelves		Cartons, accessories		Umbrella		Boxes	
Cabinet		Cartons, linens		Wheelbarrow			
Cartons, books		Wall Clock					
Chair, arm						KITCHEN	
Chair, occasional						Box, pots/pans	
Chair, overstuffed				PROFESSIONAL		Cabinet, kitchen	
Chair, rocker		CHILD ROOM		Clothing, special		Cabinet, utility	
Chair, straight		Bassinette		Instruments		Chair, breakfast	
Clock, grandfather		Bed, youth		MARS equipment		Ironing board	
Credenza		Cartons, clothes		Ref. material		Rotisserie	
Davenport/Cushion		Chair, child's		Tools		Stool	
Daybed		Chair, high		Books		Table	
Desk, small		Chair, rocker		Papers		Table breakfast	
Desk, large		Chest		Equipment		Vegetable bin	
Footstool, ottoman		Chest, toy					
Hide-a-bed		Crib, baby					
Lamp, floor/ table		Play pen		MISCELLANEOUS			
Magazine rack		Table, child's		Ash/Trash can		DINING ROOM	
Organ, electric		Cartons, toys		Auto tires		Barrel, dishes	
Phone stand/ chair				Basket, clothes		Buffet	
Piano				Bicycle		Chair, straight	
Radio, table/ phonog.							
Sectional (2,3,4)				Bird cage & stand		China Closet	
Stereo, Hi-fi		APPLIANCES		Brooms & Mops		Server	
Studio Couch		A/C, window		Cabinet		Table, dinette	
Table, small		A/C, portable		Carriage, baby		Table, large	
Table, coffee		Dehumidifier		Carriage, doll		Wine rack	
Table, end		Range, portable		Chairs, folding		Pots rack	
Table, library		Vacuum		Clothes, hamper			
TV		Heater		Cot, folding			
TV, combination				Golf bag			
Home Theater				Golf cart, go-cart		HIGH VALUE ITEMS*	
Sofa				Fan		PC	
Loveseat		OUTDOOR		Cartons, Pots		Monitor	
Entertainment ctr.		Bar		Plant stand		Flat monitor	
Divider/ screen		Barstools		Foot locker		Printer	
Wall Clock		Bird bath		Suitcases		Scanner	
Wall hanging		Fountain		Incinerator		Video Camera	
Curtains, shades		Chair, porch		Linens, cartons		Photo Camera	
Verticals		Chair, lawn		Mirrors		Digital Camera	
		Table, lawn		Pictures		Jewelry box	
		Fireplace equip		Wall Paintings		Grandfather Clock	
		Garden hose		Power tools		Cuckoo Clock	
BEDROOM		Hose storage		Rollaway bed		German Shrunks	
Lamps		Glider		Rugs, small		Paintings	
Double bed		Barbecue Grill		Rugs, large		Crafts	
Single bed		Gym, child's		Sewing cabinet		Other electronics:	
Bunk bed		Ladder		Sewing machine			
Queen/King bed		Mower, hand		Shopsmith			
4-posts bed		Mower, power		Sled		Motorcycle	
Cartons, clothes		Picnic table		Table, card		Moped	
Chair, boudoir		Picnic bench		Tricycle		Antique Furniture	
Chair, straight		Clothes rack		Trunk, steamer		Cartons, CD's	
Chair, rocker		Rocker, swing		Trunk, wardrobe			
Chaise lounge		Sandbox		TV Trays			
Table, night		Settee		Typewriter		<i>*Must be reported by shipper in a separate inventory.</i>	
Wardrobe, small		Slide, child's		Bean Bags			
Wardrobe, large		Swing, porch		Cartons, Xmas ornmnts.			
Wardrobe, carton		TV antenna		Cartons, Xmas tree			
Divider/ screen		Tool rack				<i>For Transportation only:</i>	
Curtains, shades		Tool chest				ESTIMATED TOTAL	
						WEIGHT	

DD FORM 1701-R

SPECIAL POWER OF ATTORNEY FOR HOUSEHOLD GOODS
(USAREUR Suppl 1 to AR 27-3)

KNOW ALL MEN BY THESE PRESENTS that on this date:

I, _____ SSN, _____, now serving as a member of or
accompanying the United States Armed Forces in Europe, do make, constitute, and appoint
_____ my true and lawful attorney-in-fact from _____

until _____ to act for me and in my name, place, and stead for the following purposes and for
these purposes only:

(Initial appropriate block)

_____ Take possession of, order the removal and shipment of any of my household goods and/or
unaccompanied baggage from or to any base, warehouse, depot, dock, or other place of
storage, safekeeping, or use, governmental or private, and to execute and deliver any
releases, vouchers, receipts, shipping tickets, or other instruments necessary or convenient
for such purposes.//end//

_____ To accept delivery of, receipt for, and clear through customs my household goods
and/or unaccompanied baggage, and to execute any and all documents, releases,
vouchers, receipts, shipping tickets, or other instruments necessary or convenient for such
purposes.//end//

GIVING AND GRANTING unto my said attorney full power and authority to do and perform every act, deed, matter
and thing necessary, desirable, or expedient to accomplish the foregoing specified purposes, and ratifying and
confirming all acts necessary, desirable, or expedient to accomplish any of the specifically enumerated purposes,
lawfully done pursuant to the authority hereinabove conferred.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the day and date first above written.

(Signature of witness)

(Signature of sponsor)

*Witness must be member's supervisor, 1st SGT, an officer in member's unit, or a transportation office employee

AE FORM 27-3F-R, AUG 95

This edition replaces all previous editions.

The household goods inventory (DD Form 1701) will give us a rough estimate of the volume and weight of your HHG's. The inventory should only include major items.

Every deploying unit POC will receive counseling on entitlements and responsibilities and receive copies of all forms. These forms must be distributed to deploying Service members and kept safe because they will be needed at re-deployment.

WHAT IS THE PROCEDURE FOR POV STORAGE?

Every service member that complies with the requirements stated in section *Who is Entitled?* above is entitled to store one POV. Deploying soldiers that want to store their POV must complete the following forms:



- POV Worksheet*
- Copy of POV Registration ("Transfer/Title Document", AE Form 190-1A)*

And have the following at the time of turn-in:

- Spare set of keys*
- Orders or Commander's letter*
- DD Form 788*

The vehicle should be clean (inside and out), operational, and clear of personal property. In the absence of the POV owner, a Power of Attorney holder must be assigned. Transportation will provide the POV owner/POI with DD Form 788, which will be reviewed by an agent at delivery for accuracy. The owner/agent must receive a copy of the completed DD Form 788. **Keep your copy of the DD Form 788, you will need it to claim your POV.**

The turned in POV will be numbered and parked by the POV owner/agent in the designated POV storage facility with the assistance of the shipment clerk. After the POV is parked, the owner/agent should turn in a spare key for the POV. The POV key and the original copy of the DD Form 788 will be sealed in an individual packet for filing in the safe by Transportation Division or battalion/brigade.

The United States government will only be held liable a total of \$20,000 for any loss, damage, or missing items from the POV in storage. The maximum claim for electronic accessories (i.e. radio/cassette player, CD player, etc.) is \$750, which is included in the \$20,000.

******TURN-IN STATION******

To be determined later according to the unit's needs.

POV DEPLOYMENT STORAGE WORKSHEET
417TH BASE SUPPORT BATTALION KITZINGEN

POV OWNER: _____ SSN: _____

OWNER'S UNIT: _____ APO: _____

UNIT PHONE: _____

POV MAKE: _____ MODEL _____ YEAR: _____

LICENSE NUMBER: _____ REGISTRATION NUMBER: _____

POC OTHER THAN OWNER: _____ PHONE: _____

DEPLOYMENT DESTINATION:

KOSOVO AFGHANISTAN BOSNIA MACEDONIA IRAQ

KEYS: <input type="checkbox"/> YES <input type="checkbox"/> NO	DD 788: <input type="checkbox"/> YES <input type="checkbox"/> NO	COPY REGISTRATION: <input type="checkbox"/> YES <input type="checkbox"/> NO
--	--	---

COMMERCIAL CARRIER: _____

DATE POV PICKED UP: _____

TRUCK NUMBER: _____

DOCUMENT CONTROL NUMBER: _____
(AE FORM 68B)

DESTINATION STORAGE FACILITY:

MANNHEIM MIESAU OTHER FACILITY _____

RESPONSIBLE TRANSPORTATION OFFICE OR POC: _____

PHONE NUMBER: _____

**ONE COPY OF COMPLETED WORKSHEET MUST BE
RETURNED TO THE TRANSPORTATION OFFICE.**



DEPARTMENT OF THE ARMY
417TH BASE SUPPORT BATTALION KITZINGEN
TRANSPORTATION OFFICE
UNIT 26137
APO AE 09225

AETV-WG-WKT (55)

SUBJECT: POV Storage at Government Expense During Deployment

1. PURPOSE: To provide deploying service members information concerning coverage for damage or loss to Privately Owned Vehicles (POV's) during deployment storage:
2. FACTS:
 - a) The maximum allowance for loss or damage to vehicles and contents during Government storage is \$20,000. Damage or loss exceeding \$20,000 is not payable under the Army claims regulation. If a catastrophic occurrence (e.g. theft, vandalism, fire, flood, or hurricane) destroys a vehicle while in Government storage, any award is limited to \$20,000 even if the value of the automobile is much higher.
 - b) Claims for loss of personal property, including removable car stereos, cassette tapes, CD's, and clothing stored in a POV are not payable. Individuals should place such items in storage with their household goods.
 - c) Theft and vandalism claims for vehicles parked on a military installation are generally not payable. To ensure coverage under the Army claims regulation, soldiers should place their vehicles in a secure Government storage facility.
 - d) In case of damage or loss discovered upon their return, individuals should immediately report damage or loss to the personnel releasing the vehicle from storage. Incidents of theft or vandalism should be reported immediately to the Military Police. Soldiers must retain and present the inventory, including any notations of damage or loss, to the Claims Office within a few days after delivery of their vehicle.
3. RECOMMENDATION: Soldiers should consider maintaining insurance (theft/vandalism/ catastrophic loss only) on their vehicles if the value of the vehicle exceeds \$20,000. Soldiers should remove all personal property from their vehicle and promptly report any damage or loss discovered after their return.

ACKNOWLEDGEMENT

I, _____, understand that the coverage under Army claims regulations is limited to \$20,000 and that the Army will not reimburse any loss or damage to my POV exceeding \$20,000. It is my responsibility to maintain insurance for any loss or damage that might not be covered by the Army and to promptly report discovery of loss or damage during storage. I authorize the United States Government to store my vehicle.

Date

Service Member's Signature

Printed last name, first name & Rank

WHAT ARE THE UNIT'S RESPONSIBILITIES?

Each deploying unit with **more than 10 soldiers** must appoint a POC (point of contact), from the rear detachment, responsible for arranging the pick-up of private property and storage of POV with the Transportation Office for all eligible service members within the unit. If less than ten soldiers of a unit are deploying, they must come to the Transportation Office in person with orders (*see Introduction*). Due to shortage of personnel, mass briefings can only be supplied for groups of service members exceeding ten persons.

POC must contact the Transportation Office (*see Page 2*) for a deployment information package. In accordance with new USAREUR policy, Unit Commanders must chose between the two following methods for the storage of POV's:

Method #1: Unit requests POV storage through the BSB Transportation Office by submitting a roster containing each deploying service member's rank/name/SSN along with the Make/Model/License number of each POV to be stored. Soldiers interested in storing their POV will need to fill out a POV worksheet and provide a *legible* copy of the registration.

Transportation Office will prepare documents, brief soldiers and distribute paperwork. At a date requested by the unit, soldiers will turn in their POV's at a designated location from where POV's will be transported to USAREUR storage facilities when space is available. Transportation Office will have inspectors on site to receive and re-deliver upon re-deployment.

Method #2: Unit commander decides to store POV's at sites other than the unit motor pool, approval must be obtained through V Corps G4 from HQ USAREUR ODCSLOG, Transportation Management Branch, POC: Mr. Terry Davis at DSN 370-8130, prior to any storage at unit facility.

Upon request, Transportation Office will supply necessary forms and training for unit POC. After receipt of USAREUR approval, unit will store POV's at their convenience. Stored vehicles will not be transported to a USAREUR storage facility, but will remain at the unit motor pool for the duration of the deployment. Unit will be responsible for security.

For both methods, government liability will be \$20,000 per vehicle if forms are correctly completed and adequate security was maintained.

WHAT ARE THE POC'S RESPONSIBILITIES?

POC must distribute worksheets and inventories (*see Attachments*) to all eligible deploying service members. POC's need to make sure that only eligible soldiers apply (*see Who is eligible?*) with completed paperwork. For soldiers living in the same building, Unit Commander must request one date for pick-up. Since availability of the contractor cannot be guaranteed for any given day, a three-day window for pick-up dates will apply.

POC will provide deployment orders to Transportation or, in their absence, Unit Commander's memorandum (*see Sample Memo for Unit Commanders*) only including soldiers that actually need HHG's and POV storage. Soldiers omitted from the original list must be reported to the Transportation Office immediately in an additional statement with their names and SSN's. Any **changes to the list should be reported immediately.**

Sample Memorandum for Unit Commanders

DEPARTMENT OF THE ARMY
COMPANY'S LETTERHEAD
UNIT #####
APO AE 00000

AAAA-AA-AAA

Date

MEMORANDUM FOR 417th BSB Kitzingen Transportation Office, Attn: Mr. Stuhler

Subject: Special Storage of HHG and POV for Deploying Service Members

1. Special storage is requested for following listed soldiers (*in **alphabetical** order*):

Rank	Name	SSN	Bks, Bldg # Room #	POV Storage	HHG Storage	LIC #
PFC	Doe, Jane H.	333-22-9999	Harvey, Bldg #176, Room 246	Yes	Yes	HK-BK-00
SPC	Doe, Joe H.	333-22-9990	Harvey, Bldg #176, Room 146	No	Yes	N/A

2. POC for the unit is SSG CONTACT, Iam D., DSN 123-1234, Fax DSN 123-5678.

SIGNATURE BLOCK
Unit Commander

SAMPLE

POC will ensure a worksheet and an inventory form is properly completed for each soldier applying for deployment storage. Pickup address has to show:

- ❑ Barracks name or number
- ❑ Building number
- ❑ Room number

Service members wishing to store POV must indicate this on the worksheet and attach a **clear and legible** copy of their vehicle registration. POC will collect and submit all completed paperwork to Transportation. After reasonable time to prepare documentation (at least ten days), a briefing date will be agreed on.

READY BOXES

Because Transportation Office can not guarantee the timely delivery of ready boxes containing items needed during R&R or emergency leave, boxes will be supplied upon request to the units. Seals and labels to be affixed to the boxes will also be available.

After packing and sealing service member will sign on the seals and the box will be stored by the unit at a secured place until needed. Every single / unaccompanied service member has only one government – paid entitlement for a storage pickup, items withdrawn from government storage can only be returned against payment of all charges by the service member. Therefore it is in the best interest of the service member to store these boxes within the unit.

In case the deployment orders are amended, changed, or revoked before actual pickup, POC must ***immediately*** inform Transportation and provide new orders. If fail to inform the Transportation Office of a cancellation or change, the moving company will attempt to pick-up at the pre-arranged date, and they will charge **\$125** for the attempted pickup.

SOLDIER'S RESPONSIBILITIES?

In preparation for short notice deployment (less than 48 hrs), every eligible service member should appoint a Power of Attorney holder who will take care of the pack-out of his private property. Preferably, **one** person should be appointed for each unit by decision of the rear detachment Commander. Forms for this purpose will be supplied by Transportation Office.

The service member is responsible of completing the inventory form. It should contain all major items to allow an estimate of the move volume and weight. Soldiers do not need to add up figures. The service member's name and pick-up address must appear on the top portion of the inventory.

The service member, or the designated POA holder, must be at his/her room on the date of the pickup. If service member is not present when moving company arrives, contractor will charge the soldier **\$125** for attempted pickup.

THE ACTUAL MOVE

- ❑ Before the day of your move, prepare documentary evidence that can help you to establish: (a) ownership of property, (b) loss of or damage to property, and (c) value. **Keep your receipts!** Receipts are excellent proof of ownership and value. Photographs and homemade videotapes are also excellent proof of ownership.
- ❑ Separate all items not to be packed (including TA-50) and store them in a safe place not accessible to the packers. Do not forget to place passports, keys, wallets, certificates, tickets, etc. where they cannot be accidentally packed.

If you need to request the moving company to open boxes to search for items packed by mistake, the company will charge you.

- ❑ Disconnect and disassemble all appliances and electronic components such as stereos, turntables, TV and VCR's. Packers are not authorized to disconnect or disassemble electronic equipment.
- ❑ Cartons and packing material provided by the moving company should be new or, if used, in sound and clean condition with old markings removed. Cartons for linen and mattresses should be new.
- ❑ Make sure that each carton and/or loose item has an inventory tag and appears on the inventory. Be specific about what is in a box or drawer.
- ❑ **High value items** such as jewelry **or collections** such as comic books, baseball cards, should be listed separately on the inventory.
- ❑ **CD's and videotapes** must be counted and the number entered on the inventory. Pre-recorded videotapes must be identified as such on the inventory.
- ❑ **Audio/ video equipment** should be identified by make, model, and serial number.
- ❑ **Televisions** must be identified by size (e.g. 21-inch), model, and serial number and as color or black and white. A multi-media system should be identified as such, and not merely as a television.
- ❑ Furniture items must be accurately described. Carriers reflect the condition of the furniture by codes called "exception symbols" and "location symbols". An explanation of the symbols is found at the top of each inventory page. Review carefully the exception codes noted on your inventory and make sure they are accurate; this is how the packers show pre-existing damage. The Claims Office will not compensate you for damage existing before shipment. If your inventory is inaccurate, tell the carrier and write down at the bottom of the inventory in the space marked "Exceptions", why you disagree. Identify the inventory line number and the line item.
- ❑ Hardware (e.g. nuts, bolts, screws) removed from furniture should be *placed in a packet/ cloth bag* and attached to the disassembled article/ item. Your rugs, other than throw rugs, should be rolled, *not* folded.

- ❑ Monitor the wrapping and packing of your items. Before every box is closed, place one copy of your orders on top of the contents in case the box is separated from the rest of the shipment. Make sure everything is wrapped adequately and that heavy items are not packed on top of light items.
- ❑ Do not sign anything until you read, understand, and agree with it. You must be provided a legible copy of everything you sign. Never sign a blank, incomplete or illegible form or a form you cannot clearly understand. When you sign the inventory sheet at the end of the pack-out, you are acknowledging your **agreement** that the inventory accurately reflects the items you gave the carrier for shipment and the condition of the items. If items are subsequently damaged, your failure to accurately review the inventory could adversely affect the amount paid on your claim.
- ❑ In the event of disputes or misunderstandings with the packers/ moving company, call Quality Control (see page 2). ***Do not become involved in an argument with your moving company!***