



THE MOVE PLAN

US DOT 488466
NY DOT T-32557
ICC MC 254356
555 West 25th St. 3rd FL
New York, NY 10001
TEL. 212.988.9292
FAX. 212.269.2769

To: **Jon Appleseed**
Reference: **#436769**
Date: **05/02/2011**

Dear Jon,

Hope all is well. This letter confirms the details surrounding the move you have coordinated with FlatRate Moving. Please review the addresses and all other details and notify us of any changes that need to be made prior to your move date.

WHERE

Origin:

18 E. 105th Street, Apt. 24
New York, NY 10021
(Elev. 10-5), Flight(s): 1.00

Additional Stop(s):

(1) 99 Evergreen Avenue, Newark, NJ 07114
(2) 87 West End Avenue, Apt. 44b New York, NY 10003 (Elev. 9-5)
(3) 99 Evergreen Avenue, Newark, NJ 07114

Destination:

87 West End Avenue, Apt. 44b
New York, NY 10003
(Elev. 9-5)

WHEN

Box Delivery:

Monday, May 30, 2011 9:00AM

Move Day(s):

Tuesday, May 31, 2011 9:00AM - 9:30AM (window of arrival) | Wednesday, June 1, 2011 1:00PM - 4:00 PM (window of arrival)

Delivery Window:

Monday, June 6, 2011 through Friday, June 10, 2011

HOW

Move Type:

Residential - Long Distance

Service Level:

Premium

Packing:

Included: 19 - Book Box | 05 - Dish/China Box | 29 Large Linen Box | 16 Linen Box | 02 Legal File Box | 02 Letter File Box

Unpacking:

Included: 19 - Book Box | 05 - Dish/China Box | 29 Large Linen Box | 16 Linen Box | 02 Legal File Box | 02 Letter File Box

Guaranteed Price:

\$2,050.00 - Until your reservation is finalized, contract is valid for 48 hours; subject to availability.

Payment:

Credit card provided at time of reservation will be charged 1 business day before the start of your move, please let us know if you would rather use Cash, Money Order, or Bank Cashier's Check as payment for your move.



THE MOVE PLAN

HOW (cont.)

Basic Services	Included
Pickup and Delivery	•
Labor and Equipment	•
Light Disassembly and Assembly	•
Wrapping and Protection of Furniture	•
Travel, Tolls, Parking Tickets, Fuel	•
Disposal of all materials used by FlatRate	•
Corner & Floor Protection	•
Certificate of Insurance (COI) - Origin	•
Certificate of Insurance (COI) - Destination	•
Stereo/Electronics Protection and Packaging	•
Television Protection and Packaging	•
Lamp Protection and Packaging	•
Picture/Mirror/Rug Protection and Packaging	•
Wardrobe Box Packaging	•
Removal of all Wrapping and Protective Materials and Placement of all Items	•
50ft of Masonite (when required)	•
Complimentary Coverage	•
Optional Services	
Box Delivery	•
Packing	•
Unpacking	•
Flat Panel TV Removal	
Flat Panel TV Installation	•
Carpentry Service (Crib Assembly, Custom Wood Crating)	•
Furniture Disposal	•
Crib Disassembly	•
Shuttle	
Extended Valuation Coverage	

Important Reminders

- Remember to schedule your move and elevator times with your buildings.
- Advise your relocation consultant about any special building restrictions if any Certificates of liability insurance are needed.
- Let us know about any changes to your inventory list or number of boxes to be moved.
- If you do not purchase an Extended Protection Plan, you will be required to sign a waiver.
- Make sure to E-sign your online move plan at your earliest convenience.
- You will need to complete and sign an S.I.T. agreement at time of pickup.
- Storage in Transit is only provided at pickup (local facility).
- If no delivery window is provided at time of pickup, your shipment will be held in Storage in Transit (up to 30 days). Please notify the Long Distance department in writing in order to schedule your delivery.
- You will need to provide plastic storage bins for transport of any liquids.
- Make sure that your delivery address is accessible for a 53ft trailer (18 wheeler) otherwise a shuttle charge may be incurred.
- You will be responsible for arranging parking permits or ferry passes for your delivery address.
- Make sure to notify the Long distance department of any changes to your delivery address or delivery dates.
- There is no charge for moves cancelled with at least 48 hours written notice. Otherwise, a \$175 cancellation fee will apply.
- Unless packing and unpacking services are requested, the client is responsible for obtaining, packing, and unpacking their own boxes.

Specific Notes For Your Move

Howard and his carpentry crew will arrive to your Connecticut address on June 2nd @ 8am sharp for installation of your fridge!

A licensed electrician is scheduled to remove your chandelier on Monday, June 1st @ 7pm.

We have arranged pet transport for Ms. Kitten, your cat on Tuesday, June 2nd @ 9am.

Terms and Conditions:

Client will be responsible for reviewing price quote and advising their relocation consultant of any changes to their move date, start time, inventory list, and number of boxes, optional services, building restrictions, elevator hours, and any flights of stairs. Not all services are available, certain restrictions apply, please speak to your consultant for more information. After 30 days of Storage in Transit, client's shipment will be transferred to private storage and storage fees and transfer fees will apply. Client must be available during the entire duration of the delivery window and can request an estimated time of delivery once shipment is in transit. The price quoted is guaranteed based on the attached inventory. Undisclosed stairs carry and long carry will incur additional charges. If your buildings require over 50ft of Masonite, an additional charge will incur. You are responsible to verbally confirm the details of your move with our Preparation department within a week of moving day. Until your reservation is finalized, contract is valid for 48 hours; subject to availability.

COVERAGE

- Option One:** Complimentary Coverage
You have coverage of \$2,500 with a \$500 deductible, to repair or replace lost/damaged items or the Standard Movers' Minimum Liability Coverage of 60 cents per pound per lost/damaged article, whichever is greater.
- Option Two:** Extended Valuation Coverage
Valuation coverage of your shipment is offered at \$5 per \$1,000 with a \$500 deductible. Minimum coverage is \$10,000. Your shipment will be valued at the estimated value you provide or \$1.25 per estimated pound, whichever is greater.



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WHAT

PICKUP: 18 E. 105th Street, Apt. 24, New York, NY 10021

DELIVERY: 87 West End Avenue, Apt. 44b, New York, NY 10003

Furniture: ★ = Most Valued Item(s) | A = Assembly | D = Disassembly

Qty	Item	★	A	D
1	Bed, Queen w/Box Spring <small>Includes metal collapsible bed frame ONLY! any other frame or headboard and footboard must be listed separately.</small>		•	•
2	Chair, Straight		•	•
2	Dresser <small>4x2.5x1.5</small>			
2	Duffel Bag			
2	Lamp, Table			
1	Mirror, Small			
3	Night Stand		•	•
1	Rug <small>10ft x 12ft or equivalent</small>			
1	TV, Flatscreen 27"-36" <small>Bring cardboard flatpanel box</small>	★		
1	Ironing Board			
2	Lamp, Table			
1	Mirror, Small			

Qty	Item	★	A	D
1	Mirror, Large			
1	Side Table <small>5x2x1</small>			
1	Night Stand	★		
2	Bookcase, Small			•
1	Chair, Club			
1	Lamp, Table			
1	Changing Table <small>3x4.5x1.5</small>		•	•
3	Plastic Bin			
1	Crib		•	•
1	Rug <small>8ft x 10ft or equivalent</small>			
6	Chair, Straight			
2	Lamp, Table			
1	Mirror, Small			

Qty	Item	★	A	D
1	Dresser <small>4x2.5x1.5</small>		•	•
2	Duffel Bag			
2	Lamp, Table			
1	Mirror, Small			
1	Night Stand		•	•
1	Rug <small>10ft x 12ft or equivalent</small>			
1	TV, Flatscreen 27"-36" <small>Bring cardboard flatpanel box</small>			
2	Duffel Bag			
3	Lamp, Table			
1	Dresser <small>4x2.5x1.5</small>	★		
2	Night Stand		•	•
2	Lamp, Table			
1	Mirror, Small			

62 Total # of Furniture Items

Boxes:

Qty	Item
1	Linen Box <small>12x12.5x17 (inches)</small>
8	Large Linen Box <small>20x20x18 (inches)</small>
10	Wardrobe Box <small>24x23x28 (inches)</small>
2	Dish/China Box <small>24x23x28 (inches)</small>
2	Large Linen Box <small>20x20x18 (inches)</small>

Qty	Item
2	Legal File Box <small>12x12.5x17 (inches)</small>
6	Letter File Box <small>12x12.5x17 (inches)</small>
5	Commercial Bin <small>20x20x18 (inches)</small>
2	Short Wardrobe Box <small>20x20x18 (inches)</small>
2	Letter File Box <small>12x12.5x17 (inches)</small>

Qty	Item
3	Book Box <small>12x12.5x17 (inches)</small>
1	Picture Crate <small>20x20x18 (inches)</small>
2	Picture Box <small>24x23x28 (inches)</small>
2	Dish/China Box <small>24x23x28 (inches)</small>
1	Picture Crate <small>20x20x18 (inches)</small>

49 Total # of Boxes

PICKUP: 18 E. 105th Street, Apt. 24, New York, NY 10021

DELIVERY: FlatRate Storage Facility, New Jersey

Furniture: ★ = Most Valued Item(s) | A = Assembly | D = Disassembly

Qty	Item	★	A	D
8	Chair, Straight		•	•
1	Dresser <small>4x2.5x1.5</small>			

Qty	Item	★	A	D
1	Rug <small>10ft x 12ft or equivalent</small>			
1	Side Table <small>5x2x1</small>			•

Qty	Item	★	A	D
1	Mirror, Small			
1	Night Stand		•	•

13 Total # of Furniture Items

Boxes:

Qty	Item
2	Book Box <small>12x12.5x17 (inches)</small>
1	Large Wardrobe Box <small>24x23x28 (inches)</small>

Qty	Item
1	China Box <small>20x20x18 (inches)</small>
2	Linen Box <small>12x12.5x17 (inches)</small>

Qty	Item
1	Large Linen Box <small>20x20x18 (inches)</small>
2	Wardrobe Box <small>24x23x28 (inches)</small>

9 Total # of Boxes



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TIMELINE

MAY						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Choose a Company	2	3 Submit Address Change, Schedule Utilities (gas, electric, cable) and inform Insurance Co.	4 Box Delivery	5	6	7
8	9	10 Notify Building and Book Elevator	11 Confirm Move with Relocation Consultant	12	13	14
15	16	17	18	19	20	21
22	23	24 Finalize All Details with Your Mover	25	26	27	28
29	30	31 Move Day!	1	2	3	4

Jon Appleseed
 Reference: #436769
 Date: 05/02/2011

Signature: _____
 Please sign and fax all pages to our office at 212.269.2769

Your Agent's Contact Info:
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 jon@flatrate.com