

# INFORMATION FOR SHIPPERS

**ESTIMATE:** Lausch's must give you a written estimate 48 hours prior to the move, unless the shipper agrees in writing to waive either/both the written estimate or the 48-hour time requirement. The estimate provided is a GOOD-FAITH NON-BINDING estimate based on the information you provide to the estimator at the time of the estimate. It is important to inform the estimator of *everything* you intend to move. The actual charges may be more or less than the estimate. If you find you will be moving more or less items than you informed the estimator at the time of the estimate, it is your responsibility to notify Lausch's – as it will most definitely affect the cost of your move.

**CHARGES:** If the destination is less than 40 miles from the origin, the charges are based on an hourly rate. If your move is by the hour, you are charged from the time the movers leave our office in Muhlenberg until they return to our office in Muhlenberg, minus any breaks. If the destination is more than 40 miles from the origin, the charges are based on weight and mileage.

**INVENTORY:** Lausch's must complete a detailed inventory listing all items to be moved and their condition. *You may waive this requirement, by signing below, for moves 40 miles or less. NOTE: If you waive the inventory you forfeit the ability to verify, in writing, the pre-existing condition of your items; therefore, forfeiting the ability to prove that any change in condition/damage to your items was a result of the move.* All items will be given an identification number. The inventory must be completed before loading the truck. It is your responsibility to observe and verify the inventory, noting the condition of all items. Lausch's must provide you with a copy of the completed inventory before loading and it must be signed by you and a Lausch's representative. Upon delivery, you must verify all items in the inventory were delivered and their condition. You must note on the inventory any missing or damaged items. Retain your copy of the inventory until all disputes are settled.

**BILL OF LADING:** Lausch's will give you a copy of the bill/receipt for the move on the day of your move. This is called the bill of lading and it is the moving contract. This is a legally binding contract in which you are agreeing to pay for services provided by Lausch's.

**PAYMENT: YOU ARE REQUIRED TO PAY LAUSCH'S TARIFF CHARGES UPON COMPLETION OF THE MOVE.** If Lausch's has not provided written approval prior to you move that we will extend credit, we expect you to make payment of the charges at the time of delivery in cash, cashier's check or certified check. A service fee of \$25.00 will be imposed for all returned checks. Actual and reasonable collection charges and legal fees will be added if delinquent.

If the actual charges *do not exceed* the estimate by more than 10 percent, you must pay all of the actual charges prior to Lausch's unloading your goods. If the total actual charges *exceed the estimate* by more than 10 percent, Lausch's is required to deliver the full and complete shipment only upon payment of the estimated charges plus an additional \$25.00 or 10 percent of the estimate, whichever is greater. You may defer payment of the remaining balance no more than 15 days after the moving date.

**LOSS AND DAMAGE COVERAGE:** If you sustain a loss or damage to your goods, you are protected only up to but not exceeding 60 cents per pound, per article. If you desire protection greater than 60 cents per pound, per article, you may secure increased coverage by paying a higher tariff rate applicable to the coverage you desire. You may also protect yourself to the full valuation of your goods by taking out a policy of transit insurance with an insurance agent.

**PROOF OF DAMAGE/RECEIPT:** Upon completion of the delivery, the driver will ask you to sign the delivery receipt. Do not sign any delivery receipt until delivery is completed. Before signing, be sure all damage and any lost articles are noted on the receipt or inventory. If the driver will not make such notations, make them yourself before signing. Remember, telling the driver about these things is not enough. At no time will this delivery receipt contain language releasing or discharging Lausch's from liability otherwise required by agreement or law.

**FOR MORE INFORMATION:** For information contact the PA Public Utility Commission at 1-800-782-1110 or at [www.puc.state.pa.us](http://www.puc.state.pa.us). **NOTE:** Issues of dispute/problems should be resolved directly with Lausch's. Only in the event an issue/problem cannot be resolved directly should you make an inquiry to the PUC. Include the company name and PUC number on any correspondence.

\_\_\_\_\_ I have received this form at least 48 hours prior to my move (date: \_\_\_\_\_ time: \_\_\_\_\_)

\_\_\_\_\_ I waive the requirement that this form and the estimate be provided to me 48 hours prior to my move.

Name of Shipper (print): \_\_\_\_\_

Signature of Shipper: \_\_\_\_\_

Signature of Lausch's Representative: \_\_\_\_\_

**INVENTORY WAIVER:** I waive the requirement for an inventory on my local (40 miles or less) move. **NOTE:** I understand that if I do not sign this waiver an inventory will be provided for my moving at my expense.

Signature of Shipper: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_