

# Preparing for your relocation things you need to know

## Alexander's guidelines for automobile transportation

Thank you for entrusting your vehicle to our care. Please review the following information carefully and contact your customer service representative if you have any questions.

### General guidelines:

- Your vehicle must be operable.
- We must be advised of any modifications to the vehicle including 4x4 lift kits, camper shells, etc.

### Preparing your car for shipment:

Prior to the scheduled pick-up of your vehicle, please make sure it:

- does not have any obvious fluid leaks
- is clean. It is more difficult for us to complete an accurate physical inspection if the vehicle is dirty.
- has no more than ¼ tank of fuel
- has the alarm system disconnected, disabled or turned off
- contains no personal belongings (except standard vehicle items such as the jack and the spare tire)

Also, please be sure to:

- provide one full set of keys
- remove all non-permanent luggage, bike or ski racks
- retract or remove all antennas
- prepare your vehicle for the new climate. (This may include engine coolant, transmission oil and other fluids)

### Vehicle inspection requirements:

- You, or your assigned representative, must be present for the inspection at both pick-up and delivery.
- You will be asked to sign an auto inventory and condition report at both origin and destination.

### Transport:

Your vehicle will be transported using one of the following methods:

- in the van, either with your household goods or in a separate van
- in an open car carrier
- in an enclosed car carrier

The choice of transport may be determined by your company's move policy, the space available in the moving van, the type of vehicle you are transporting or your needs. Depending on which method is chosen, your vehicle may or may not be delivered at the same time as your household goods. Your customer service representative can advise you of the delivery range, or spread dates, for your vehicle.

### Valuation coverage:

- You are provided with valuation for carrier liability for loss or damage for the Blue Book value up to \$50,000. You must notify us if your vehicle has a higher value.
- Your automobile insurance must be in effect during transport to cover any Acts of God such as hail, floods or other severe weather conditions. Our coverage does not extend to such acts.