Thank you for choosing Moving Staffers - we are glad to be of service! With our nationwide network of qualified service providers, Moving Staffers is a great choice when you need help packing, loading, or unloading your household items.

You have selected our Standard labor service. Standard service includes: loading or unloading your household goods into or from your source of transportation and organizing the items to best utilize space. This service is great for the do-it-yourself customer!

Many of our customers pack their boxes and wrap and protect their furniture before the crew arrives. Customers who do this normally save money by getting as much done as possible before the crew’s hourly charges start.

We understand that moving is stressful and sometimes our busy schedules do not allow us to get everything done before the crew arrives. That is okay; we are here to help! If you need help packing and wrapping your furniture, we will be glad to do so. Check out our online box and materials store to purchase items you would like the crew to use by clicking here. We can be reached Monday through Friday from 7AM to 6PM Central Time and Saturdays from 9AM to 1PM Central Time at 1-800-570-2052.

One more note, we have been in the moving industry for over 75 years. We know that moves sometimes need to be flexible and will do our best to accommodate your changing needs. If you need to reschedule or change any portion of your service as stated on the Reservation Summary (our contract), please contact us as soon as possible.

We look forward to serving you!
ESTIMATING THE TOTAL HOURS FOR YOUR MOVE

The total number of hours it takes to load or unload your household items depends on a few factors. Let’s discuss what may increase or decrease your total hours:

**Packing and Wrapping.** If you need assistance preparing your items and furniture, it will take extra time for the crew to do this for you.

**Stairs, Distance, and Heavy Items.** Moving household items up and down stairs and across long distances will require more time for services. If household items (such as pianos, pool tables, hot tubs, or large safes) require 3 or more crew members to move, the crew may need more time to safely move the item into the new location.

**More household items to load.** The more items that need to be loaded, then the longer the job will take. For example, if your shipment size is estimated at 16 feet, and you need more space in the equipment, then it is likely that the crew will need more time to finish the job.

PROTECTING AGAINST DAMAGE

The keys to minimizing damage include: proper packing, proper wrapping, proper loading, and securing the load (with straps or rope).

**Proper Packing:** Boxes should be packed using industry standard cartons. Industry standard cartons are of a thicker quality than old, used boxes or grocery store boxes. Many boxes at grocery stores are a thinner quality so the stockers can easily break the boxes to get to the product. When household items are loaded, poor quality boxes do not provide the strength needed to endure weight and movement.

**Proper Wrapping:** Any item that does not fit in a box, should be wrapped in moving blankets or moving paper padding. Blankets or paper padding will cushion between the weight and movement of household items while in transit.

**Securing the Load (with straps or rope):** Think of straps as large seatbelts that buckle household items for security. Provide straps for the crew to use while they load your household goods. Check with your transportation source to see if your trailer/container is designed for straps or rope. Keep in mind, some trailers are only designed for straps.

**Blankets and straps recommendation list:**

<table>
<thead>
<tr>
<th>Trailer (in feet)</th>
<th>Container (in feet)</th>
<th>Number of Blankets</th>
<th>Number of Straps</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 7</td>
<td>7</td>
<td>12+</td>
<td>2+</td>
</tr>
<tr>
<td>8 - 12</td>
<td>12</td>
<td>24+</td>
<td>4+</td>
</tr>
<tr>
<td>13 - 17</td>
<td>16</td>
<td>36+</td>
<td>6+</td>
</tr>
<tr>
<td>18 - 22</td>
<td></td>
<td>48+</td>
<td>8+</td>
</tr>
<tr>
<td>23 - 27</td>
<td></td>
<td>60+</td>
<td>10+</td>
</tr>
<tr>
<td>28 - 32</td>
<td></td>
<td>72+</td>
<td>12+</td>
</tr>
<tr>
<td>33 - 37</td>
<td></td>
<td>84+</td>
<td>14+</td>
</tr>
<tr>
<td>38 - 42</td>
<td></td>
<td>96+</td>
<td>16+</td>
</tr>
</tbody>
</table>

Together, with proper packing, wrapping, loading, and straps, damages can be minimized or eliminated. If you would like to purchase industry standard cartons, wrapping materials, or other moving materials, then click here to check out our box and materials store.

Quick tip #1: Schedule the delivery of your transportation source to be delivered the day prior to crew arrival.

Quick tip #2: If your transportation source requires the use of a ramp, ask the driver to park at least 20 feet away from building walls, trees, shrubs, or parked vehicles leaving space between the obstruction and the entry way.
STANDARD VALUATION OVERVIEW

There are several steps in the moving process. This includes packing, loading, transit, and unloading. Moving Staffers is specifically involved with the labor portion of your move. Our coverage policy is specifically designed to cover items that are damaged while the crew is on site.

Our Standard Service Valuation Policy:
The Service Provider is responsible for up to $.60 (sixty cents) per pound, per damaged item, for any damages shown to be directly caused by its employees, contractors, or agents during the services. Any damage claims must be handled between the customer and the Service Provider directly. The Service Provider, or Moving Staffers, shall not be liable for any damage to the customer’s household goods that occurred before the service was performed or that occurs after the service is complete, including damage that occurs during transit.

If there are damages which occurred while the crew was on-site, please call us before signing your Service Receipt. Need a service with increased valuation? Contact our office. We may be able to fit you with a different service that meets your request.

Quick tip #3: If hills or slopes prevent the transportation source from being parked on flat ground, for safety reasons ask the driver to park the transportation source with the entry toward higher ground.

Quick tip #4: Please call us or your servicing crew with any changes to transportation source scheduling dates, space requested, or times of arrival that impact your appointment.

SIGNING YOUR SERVICE RECEIPT

Before the crew leaves, a crew member will present you with a Service Receipt. The Service Receipt shows the “Number of Crew Members” and “Total Hours Worked”. Keep in mind that any materials supplied by the crew will result in additional charges. At the end of your move, you will sign the Service Receipt acknowledging services and/or supplies used. When the Service Receipt is returned to Moving Staffers, your account will be updated. If there are additional charges or credits, your credit card will be charged or credited accordingly. If you have any questions regarding the Service Receipt, please call us before signing it.

THANK YOU!

We know you have several options for moving services. That is why we are very thankful you have chosen Moving Staffers! At Moving Staffers, our goal is to “Exceed your Expectations” during your move! Our company appreciates truly your feedback and recommendations. After your service, you will be emailed a survey. Please let us know how the crew did. You can give us the highest compliment by referring friends, family members, or co-workers to Moving Staffers.