



## **VEHICLE PRESHIPMENT CHECKLIST**

We are proud to have been selected to assist you with your vehicle relocation needs. Please read the following information carefully and contact your Customer Service Representative with any questions.

### **General Guidelines**

- Your vehicle must be operable and in good mechanical condition, suitable for transport. If not, please notify your counselor immediately.
- Please advise us if you have made any modifications to your vehicle such as 4x4 lift kit, camper shell, vehicle lowered, etc.

### **Preparing Your Car for Shipment**

- Please make sure the vehicle has no obvious fluid leaks.
- The vehicle should be clean for original physical inspection. Failure to provide a clean vehicle decreases the ability to perform a proper inspection.
- We prefer the gas tank have no more than (1/4) tank of fuel.
- All alarm systems must be disconnected, disabled, or turned off.
- Non built-in radios, cassette decks or CD players, car phones, garage door openers, and E-Z pass should be removed,
- All antennas should be fully retracted or removed.
- Please remove all personal belongings (except standard vehicle items such as the jack and spare tire). Failure to do so may result in an additional fee due to weight issues.
- Please remove exterior spare tire cover, grill covers, or car covers.
- Plants and all hazardous materials are forbidden by law to be transported.
- You must provide one set of ALL keys for the vehicle.
- Non-permanent luggage, bike, or ski racks must be removed.
- 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 time of pick-up and at delivery.
- You will be asked to sign the bill of lading and condition report at both origin and destination.
- You are responsible for confirming that your vehicle's condition is the same as when it was picked-up. You must do this before the delivery driver leaves.
- If any damage is noticed, you **MUST** write a clear description on the bill of lading

### **Coverage for your Vehicle**

- You are provided with insurance coverage for carrier liability for loss or damage for the Blue Book Value, up to \$100,000. You must notify us if your vehicle has a higher value.