



## **ADMIRAL MOVERS**

**PLEASE MAKE ARRANGEMENTS FOR THE FOLLOWING PRIOR TO MOVE DAY**

1. All valuables should be transported by you. This includes ALL jewelry, coin collections, important papers, negotiable securities, medications and any personal items which are irreplaceable to you regardless of intrinsic value. Please have these secured before packers arrive.
2. Small hand guns and all ammunition must be transported by you. Larger guns may be transported by your driver but must be declared to him and listed on your inventory.
3. The Van Lines has no liability for alcoholic beverages. Although the driver may agree to transport them, that agreement does not constitute liability on the part of the Van Lines.
4. Plants may be transported at the driver's discretion. You should obtain a certificate on inspection from your local Department of Agriculture certifying their health to give to your driver. If he agrees to transport them, neither he nor the Van Lines has any responsibility for condition at destination.
5. If cars are being moved, the gas tank should be 1/4 full or less but not empty. Autos must be empty of any items not considered original equipment.
6. Lawn mowers and other gasoline engines must be clean and empty of gas. Gas cans should be washed out to avoid fumes.
7. Empty and clean trash cans; clean all laundry and dishes.
8. Clean barbecue grills. If your grill is gas, the tank should be removed and certified empty.
9. Empty and thoroughly clean your refrigerator and freezer. These should be allowed to air dry for at least 24 hours prior to load day.
10. Any item permanently affixed to walls or ceilings must be removed by you unless your customer service coordinator has made other arrangements.
11. Please empty your attic prior to pack day so those items are accessible to the packers and drivers. Due to the risk of damage and/or injury, our men can not go into your attic.
12. Disconnect stereo wiring and place wiring where you can easily find it at destination, perhaps in a living room drawer. Secure the tone arm on your record player and/or the laser drive of your compact disc player according to manufacturer's instructions.
13. Please place remote controls for electronic items in a drawer or similar area where you can locate them.
14. Any and all keys to furniture must be kept with you. Keys are too small to be safely packed and the drivers do not need them.

**Admiral Movers, Inc.**

1200 Newell Parkway • Montgomery, AL 36110-3211 • (334) 262-6666 • Fax (334) 262-7731  
[www.admiralmovers.com](http://www.admiralmovers.com)

15. Please consult the manual for your computer if you are moving one. Please follow any instructions carefully so the computer can be safely packed.
16. All items to be packed should be cleaned and dry prior to pack day. The packers make every attempt to be considerate; however, they have a great deal to accomplish and cannot wash dishes, empty containers of sugar or spices, etc., before packing.
17. Take enough clothing with you to provide for the family until your household goods arrive at destination.
18. Check all dresser drawers to be sure nothing valuable or breakable is left behind.
19. Send change of address forms to the Post Office.
20. Before your driver leaves your residence, check to be sure nothing has been left behind in places such as the oven, dishwasher, cabinets, etc.
21. During the packing, loading and unloading, either the shipper (you) or an agent for the shipper must be present. If the shipper cannot be present to answer questions that may arise concerning specific items to pack, load or exclude an agent must be present to make decisions on behalf of the shipper.
22. Final Payment must be made by certified funds (i.e. certified check, money order, cash, or credit card). **If Credit Card will be used for final payment the credit card application must be filled out at minimum one week prior to move day.**

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Shipper Signature

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Date