

Name: Long Moving and Storage LLC

Address:

**35 Bayberry Drive** 

Westport, MA 02790

Phone: 508-642-2102

**Certificate Number: 31836** 

For the Transportation of household goods within the Commonwealth of Massachusetts

Date: November 8, 2016

**Issued By: Carmel Wills, CEO** 

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**DEPARTMENT OF PUBLIC UTILITIES** 

APPROVED

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Partment of Public Utilities

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Date Issued: \_\_\_\_\_ Date Effe Date Effective\_\_\_\_\_

Signature & Title

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## **1 BASIC AGREEMENT & DISCLOSURES**

LONG MOVING AND STORAGE LLC is a private carrier of common household and office/commercial goods and may be referred to as the "carrier" in any and all documentation issued by LONG MOVING AND STORAGE LLC. LONG MOVING AND STORAGE LLC has no van-line affiliations. LONG MOVING AND STORAGE LLC maintains the right to utilize agents to fulfill shipments or portions of shipments whether intra-state or inter-state. Any client or customer of LONG MOVING AND STORAGE LLC that will be shipping goods through utilization of the services provided by LONG MOVING AND STORAGE may be referred to as the "shipper" in any and all documentation issued by LONG MOVING AND STORAGE LLC.

# Main Port of Operation:

# LONG MOVING AND STORAGE LLC 35 BAYBERRY DRIVE WESTPORT, MA. 02790

The shipper inherently agrees to the terms and conditions found in this document. This document is written in simple language and should be easy to understand. Please note that by committing to a residential or commercial move, the carrier will bring the move to completion at the full rates and expenses to the shipper found within this document (or otherwise amended in writing) regardless of any previous estimates.

## 1.1 Estimates

LONG MOVING AND STORAGE LLC may provide in-home or over-the-phone estimates based upon inventory and/or inspection of goods to be moved. The goal of qualified estimators is to gather the following information to the best of their ability.

# A. Shipment Origin

This will be the address at which carrier moving crews will pick-up the goods.

## **B.** Shipment Destination

This will be the address at which our moving crews will make delivery. Please note that if this address is undetermined at the time of your meeting it could have an effect on final cost. Things to look out for are access restrictions, stairs, elevators, long-walk requirements, etc.

## C. Logistics & Time Constraints

Shipper should notify carrier of any real estate closing dates and times as these may force increased labor or storage requirements upon the carrier for which costs will be deferred to the shipper.

## D. Shipment Volume/Weight

The estimator will provide truck space requirements and/or estimated weights of total shipment based upon visual inspection and inventory of goods to be shipped. Please note that shipment volume and weight is opinion only.

# E. Labor Requirements

Labor requirements are calculated based upon estimated shipment volume and weight. Please note that if estimated shipment volume and weight are off, final bill may likely differ greatly from total estimated cost. Please note that shipper must pay for actual services rendered. Cost increases are not always because estimated shipment volume/weight are off.

## F. Associated Rates

Estimator should disclose any associated rates that govern the shipment. This should either be in the fine print on any estimate documentation, or estimator may notate amendments to guaranteed rates. Please note that any alteration or notation to carrier documents by shipper are prohibited and shall have no effect.

# G. Estimated Completion Costs

Authorized estimator or manager of carrier may offer estimated shipment costs in association with estimated volume/weight, labor averages and guaranteed rates. Please note that shipper is responsible for actual services rendered despite any previously written estimates. Please note that final account charges will always be in accordance with actual services rendered, even if attributable to human error, regardless of any previously written estimates.

Please note that if shipper changes any element of a shipment (including but not limited to: shipment origin, shipment destination, logistics, shipment volume/weight) final cost of move will likely vary from estimated completion costs. Carrier agents may advise shipper of how these changes may effect their final cost, but carrier provides no guarantees to accuracy of these informal estimates. Again, shipper is responsible for paying actual services rendered as any verbal or written estimates from any carrier are ultimately subjective opinions of the estimator performing the function.

Please note that it is customary in the moving industry to inspect only the origin address and the estimator is prohibited by this carrier to visit any destination point. The primary purpose of the in-home estimator is to take an in-home inventory for the shipper and to gather other essential details. Shippers that would like a detailed inspection by a Supervisor of both origin and destination access for trucking purposes should note this with estimator.

# 1.2 Relationship Between Carrier & Shipper

The carrier serves the shipper as a means of transport between any given origin and destination address. The shipper in this relationship is the financially obligated entity for the shipment and agrees to pay any applicable tariff charges in association with any shipment between any origin and destination. Any other expenses such as materials, permits, ferry fees, parking tickets, tolls or any expense incurred as a result of the shipment is at the sole expense and liability of the shipper.

Carrier expects shipper to be aware of local laws pertaining to the shipment of household or commercial goods and must notify or obtain any necessary permits the carrier may require to operate at the origin and/or destination address.

Once shipment is commenced, shipper authorizes carrier to take any necessary means to complete shipment in association with the terms of this document. Carrier commits to complete work as efficiently as possible. Shipper agrees to pay applicable charges in association with this document. Shipper understands that unexpected situations may arise and will not hold carrier liable. Shipper is fully liable for any actual expenses incurred to complete an operation.

# 1.3 Deposit Requirements:

Please note that the resources of this carrier is limited and the demand for such services is often higher than this carrier is able to actually service. Due to the limited nature of the services this carrier provides,

the carrier may require a minimum deposit of \$250 or 25% of total estimated move cost to hold specific move dates, moving crews and other resources.

Please note that this deposit is non-refundable, however may be transferable to other available move dates.

## 1.4 Cancellation of Services:

Please note that in the event of cancellation, the carrier is entitled to the initial deposit placed by the shipper. The carrier may be entitled to additional charges for any materials that may have been dispensed to the shipper with the shipper commitment to utilize moving services of the carrier and any charges the carrier may have incurred delivering such materials.

Please note that written notice should be given issued to the carrier that includes shippers full name and address with the currently scheduled move date. This notice should be given no earlier than 2-3 business days in advance.

Please note that if the carrier dispatches the moving crew in association with a scheduled move date for which the shipper gave little to no notice, the shipper shall be liable for any and all labor for that moving crew with a 5 hour minimum per day and this labor shall be charged to the shipper as carrier cannot be liable for the labor incurred due to short notice and carrier is subjected to a loss of revenue since those limited resources were reserved solely for the shipper could not be diverted to a new client.

## 2 PACKING & DIS-ASSEMBLY

In general, the carrier expects that everything will be ready to go by the shipper when the carrier moving crews arrive. Everything that can be boxed, should be boxed. Carrier cannot take loose items.

## 2.1 Packing

All packing should be done prior to the truck arriving. EVERYTHING being shipped should be off the walls and ready to go. Carrier can provide packing services, but this service should be implicitly agreed upon between the carrier and the shipper, and packers should be scheduled to come prior to moving day.

A.) Dishes, glasses, etc should all be boxed and wrapped in packing paper.

B.) Mirrors should be boxed and/or bubble-wrapped.

C.) Paintings should be boxed and/or bubble-wrapped.

D.) Any fragile glass pieces should be removed from furniture (Example: Curio cabinet, or dining room hutch) and boxed or bubble-wrapped.

E.) Art-work should be boxed, bubble-wrapped or safely packaged for transport.

F.) Televisions should be boxed or safely packaged for transport.

Please note that if household goods are not properly prepared when our movers arrive with the truck, our movers will have no choice but to prepare them for you at no liability to the carrier as they will be unprepared and not have the proper materials.

Shipper should remove from home (example: place in car), any valuables including cash, jewelry, firearms, alcohol, medications, etc. prior to the movers arriving. Shipper is solely responsible for transporting this items. Carrier is not liable in any way for the transport, damage, loss or theft of these items. Having these items in the home, or any items on the prohibited items list found in Section 6.5

shall be considered negligence on the part of the shipper and shipper shall be liable for any loss, damage (or damage to shipment due to inclusion of prohibited items) or theft in full.

## 2.2 Dis-assembly/Re-assembly

Generally, furniture should be taken apart and ready to go. If it is not, the movers may assist you in disassembling and re-assembling furniture. Please consider this advance warning that carrier is not liable for damage or loss resulting from dis-assembly and re-assembly of furniture. This carrier is a mover, not an installer.

Remember, employees and agents of the carrier are general household furniture and office movers. Every piece of furniture we encounter is unique. We cannot guarantee dis-assembly and/or re-assembly of furniture. By allowing our movers to assist in dis-assembly you inherently agree to the terms found in Section 6.4 below.

## 2.3 Safes, Pool Tables, Hot Tubs, Grandfather Clocks

Carrier cannot move safes with a weight of 250lbs and up. For these types of items, carrier differs this work to a specialized safe mover. Carrier never guarantees the transport of a safe, even if inadvertently included on a pre-move inventory.

Carrier may move pool tables. However, some pool tables (not all) can only be transported if taken apart. If this is the case, a specialist must be brought in before and after the move to address this at no liability to the carrier.

Carrier may be able to move some hot tubs. However, in general the carrier must differ this work to a specialist. Carrier shall never be liable for moving a hot tub even in the event of its inadvertent inclusion on a pre-move inspection report.

Grandfather clocks should be pre-packaged prior to our movers arriving. Carrier is not liable for the malfunction of a grandfather clock. Carrier cannot be liable for any damage resulting from disassembly and/or re-assembly.

## 2.4 Hoists

Some items may be required to come through a window because they are too large to put through a staircase. Please note that it is a good idea to notify the carrier of this requirement prior to commencement of a move. Please note that carrier may make last minute accommodations if we encounter this requirement during a shipment, at full expense and liability to the shipper. Please note that there is a natural risk of damage to real property or the item being hoisted and shipper is solely liable for this risk. Hoists require special equipment and 3 movers minimum to service.

## 2.5 Material & Equipment Costs

Shrink wrap: \$35/roll Book (small) box: \$2.00 each Linen (medium) Box: \$4.00 each Dish Barrels: \$8.00 each Wardrobe Box: \$15.00 each Pack Paper: \$50.00/bundle Mattress Bags: \$15.00/each Tape: \$3.00/roll Moving Blankets: \$300/dozen

## 2.6 Carrier Supplied Materials

Please note that carrier typically provides moving blankets, two-wheelers and four-wheelers on the truck. Anything else must be requested one to two business days before your move. Please note that estimator may have written notes on a pre-move inspection report.

Please note that carrier will NOT send any of these materials by default as circumstances often change between the premove inspection and the actual move. Any materials such as boxes, pack paper, wardrobes, mattress bags, etc MUST be requested one to two business days before your move.

## 3 INTRA-STATE MOVING

All services provided within the state of Massachusetts shall be based upon an hourly rate. Please note that shipper is responsible for any and all payroll hours that the carrier incurs due to a shipment. This generally means, charges are port to port. The main carrier port in Massachusetts is at 35 Bayberry Drive, Westport, MA. 02790.

<b>Regular Time Rates:</b>		Per Hour
	2 Mover(s) / 1 Truck	\$135.00
	Additional Mover	\$45.00
	Supervisor	\$65.00
	Truck	\$45.00
**Holiday Rates:	2 Men / 1 Truck	\$180.00
	Additional Man	\$60.00
	Supervisor	\$80.00
	Truck	\$60.00
HOLIDAYS LISTED BELOW		
New Year's Eve (after 5 P.M.)	New Year's Day	Easter Eve (after 5 P.M.)
Easter	Martin Luther King Day	Washington's Birthday
Memorial Day	Independence Day	Labor Day
Columbus Day	Veteran's Day	Thanksgiving Eve (after 5 P.M.)
Thanksgiving Day	Christmas Eve (after 4 P.M.)	Christmas Day
Day after Thanksgiving	Day after Christmas	

3.1 Minimums & Maximums Please note there is a 5 hour minimum per day for all services. There is a 14 hour maximum per day. If movers anticipate working longer than 14 hours port to port then a hold over may be forced at the shippers full expense and liability.

# 3.2 Over-time & Off-Hours Work

Please note that carrier often provides one-hour arrival windows. These windows may be approximate. As drivers are using public roadways that may affect schedule, carrier cannot guarantee arrival window.

Typical starting windows range from an 8am to 9am, to 12pm to 1pm. Any shipment load-up or shipment off-load starting at a 1pm to 2pm window or later may be considered off-hours. Any holiday may be considered off-hours. Saturdays and Sundays may be considered off-hours.

Off-hours work is performed at  $1 \frac{1}{2}$  times the hourly rate for services rendered. Please note that hours worked after 8 hours in any given day may be billed at  $1 \frac{1}{2}$  times the hourly rate for services rendered.

#### **4 INTER-STATE MOVING**

Please note that the carrier will service any state within the Continental United States. Please note that applicable hourly intra-state rates apply for load-up and offload of moving trucks/trailers. Inter-state travel shall be billed at a rate of \$5.00/mile.

#### 4.1 Flat Rates

Please note that carrier may offer a binding flat-rate quote for inter-state moves. This will generally include load up labor, transportation cost between Massachusetts and the destination address outside of Massachusetts (within the Continental United States) and the offload labor.

Flat-rate quotes for services generally cover cost for a full truck (either weight or cubic footage).

#### 4.2 Packing Services

Flat-rate quote does not include packing services which are by-the-hour in association with local rates found in Section 3 plus associated material costs found in Section 2.

## 4.3 Shuttle Services

All shipments leaving the state of Massachusetts may be on a 48/53 foot tractor-trailer. It is important to disclose any access issues at your destination point to the carrier. Some rural areas, heavy urban areas, gated communities, etc. require the movers to bring a small truck to shuttle goods back and forth from the tractor-trailer to the destination address.

This service is extra and not a part of any standard flat rate quote. Flat-rate quote does not include truck should it become necessary unless it is specifically stated in writing.

Shuttle services are to be calculated by employee or agent of the carrier and is non-negotiable. Shuttle services increase the labor and equipment costs of a move considerably and average approximately \$1,500.

## 4.4 Overflow

As stated above, most out of state moves go on a 48/53 foot tractor-trailer. In VERY rare instances, upon loading the trailer, it may be found by the carrier and the shipper that not all goods from the origin address fit in the trailer and some goods may have to be left behind to be picked up at a later time.

If this is the case, the carrier is not liable for any extra expenses incurred to get the overflow to its destination point. Flat rate quotes are often bound to a certain amount of space. Carrier may offer flatrate for entire trailer. But, if it does not fit, another trailer will have to be dispatched and employee or agent of carrier will have to calculate cost of that additional trailer. This calculated cost is non-negotiable.

### **5 INSURANCE & LIABILITY**

LONG MOVING AND STORAGE LLC is a licensed and insured mover. LONG MOVING AND STORAGE LLC does not provide insurance to the shipper. In the event of an accident, carrier liability is limited to the shipper declaration of value of shipment on the bill of lading. Shipper must secure their own insurance.

## 5.1 Default Valuation \$0.60/lb./item

Default shipper declaration of value is \$0.60/lb./item. This valuation is provided free of charge in any rate or estimate of services provided to shipper by carrier. By choosing this option (indicated as option A on bill of lading) the liability to the carrier is limited to \$0.60/lb./item.

Example: 50lb table x \$0.60/lb. = \$30 carrier liability

## 5.2 Real Property Damage

When moving furniture, real property may become damaged. Floors may be scratched, rugs may be dirtied. Hinges on doors may be damaged. There may be weather related damages.

Moving trucks are heavy equipment. Operation of this equipment on residential property poses a natural risk to the property. Driveways may be damaged under the immense weight of a moving truck. Lawns, lamp fixtures, etc. may be damaged when trying to maneuver truck into a proper loading or offloading position.

Carrier does not assume liability for real property damage as it is considered high risk due to the nature of moving. Repair of any damage incurred due to a moving operation becomes a cost of moving at sole liability to the shipper.

Please note that tree branches, live wires, etc on the public roadways leading to the shippers origin or destination and/or over any drive way on the shippers origin or destination property should be no less than 15 feet off the ground so that they do not block the driving path of our legal height vehicles which may be as high as 13'6. Please note that wires or tree branches hanging lower than 15 feet may pose a dangerous hazard to our vehicle, real property or individuals. Please note that it is the responsibility of the shipper to ensure that tree branches and wires maintain proper height requirements and carrier is not liable in any way for damage to equipment, property or individuals as a result of the shipper not maintaining proper height of wires, trees, and/or other overhangs.

Carrier recommends padding doorways/frames and walls in common moving areas prior to the movers arriving to prevent scratches, gouges or holes.

## 5.3 Liability Exceptions

A.) Carrier is not liable for any lost or damaged goods and/or boxes packed by owner. No exceptions.

B.) Carrier is not liable for pre-wrapped (blanketed, shrink-wrapped, packaged, etc) furniture. Example: accepting goods from another carrier or third party storage.

C.) Carrier is not liable for damage incurred due to requested dis-assembly or re-assembly of goods. Carrier not liable for hardware loss or damage (Example: screws to a piece of furniture). If shipper does not have furniture ready to go and chooses to have movers service pieces, carrier is not liable for connections or damage resulting from dis-assembly or re-assembly. Our movers encounter numerous types of furniture by countless manufacturers and are not specialists. If hardware is left up to movers to hold onto or transport, loss is on the shipper, even in the event of alleged negligence. Even if an employee, agent or mover has assured they will keep hardware safe, it is on the shipper if this hardware gets lost. People have good intentions, but hardware DOES get lost. This is the advance warning to the shipper.

D.) Carrier is not liable for goods made of particle-board. No exceptions. Particle-board furniture does not transport well and breakage is very possible/likely.

E.) Carrier is not liable for goods shipped loose.

F.) Carrier not liable for loss, theft, or damage of prohibited items (listed below in Section 4.4). Please note that prohibited items are prohibited for a reason. Inclusion of prohibited items may result in fines, seizure of shipment, or damage to shipment. Carrier retains right to eject or dispose of any prohibited items that may be found on shipment. Carrier retains right to open and inspect any boxes/cartons packed by owner.

G.) Carrier is not liable for costs or procurement of specialists (pool table specialists, hot tub specialists, safe specialists, etc.) that may be required or found to be required either pre-start of move or while move is already in progress to complete shipment or part(s) of shipment.

H.) Carrier not liable to transport any one particular item whether on any inventory report or not if movers deem transport is not possible and/or dangerous/unsafe. Carrier not liable for any specialists or "other movers" brought in after move to complete transport.

I.) Carrier not liable for weather-related damage. Carrier not obligated to guarantee cover or blanketwrapping of furniture if raining and/or snowing. Shipper may request new moving date if rain or snow is in the forecast. But, if you choose to move in the rain or snow (or are otherwise forced due to legal real estate obligations) our movers will do their absolute best, but damage in some form or another is likely. This is advance notice to the shipper. No exceptions.

J.) Carrier not liable for any real property damage (as described above in Section 4.2).

K.) Carrier not liable for common moving scratches, dust, dirt, rubs and/or chips (generally due to settling of goods on truck against other pieces of furniture). These minimal types of damages are common/expected to some degree in moving and are generally quite easy for shipper to repair and are nearly unavoidable by carrier.

L.) Carrier not liable for malfunction of electronic equipment, please note that a short circuit or mishandling of electronic equipment when packing can cause electronics to no longer work. All electronics should be properly packaged before moving. Carrier not liable for mis-packed goods. Carrier not liable for goods packed by shipper.

M.) Carrier not liable for malfunction of appliances such as refrigerators, dishwashers, washing machines and dryers.

N.) Carrier not liable for any dis-connection and/or re-connection of appliances. Movers may assist shipper with dis-connections and re-connections but carrier is not liable for said disconnections and re-connections and/or any damages internal or external that may result from such dis-connection or re-connection even in the event of alleged negligence. This is your warning: if goods are not ready to go and shipper has movers from this carrier service them, damages and liability are on the shipper.

O.) Carrier not liable for any furniture that may become damaged in third-party storage.

P.) Empty storage trailers and units in warehouse are routinely checked and inspected for cleanliness. When a shipment is placed into storage in the warehouse or storage trailer, said storage unit or trailer becomes unavailable to routinely inspect as it will be occupied and tightly packed. Carrier is not liable for any leaks, mold, fungus or water damage that may occur and/or develop during the duration of the storage term and shippers are responsible for insuring their own items for this sort of damage while in storage. Shippers are welcome to inspect storage units and/or trailers prior to storage term prior to start of a shipment. You may alternatively obtain your own storage space for us to deliver into.

Q.) Carrier is not liable for high value items such as glass, jewelry, antiques, artwork, etc. or items worth \$100/lb or more. All jewelry, cash, medications, etc should be removed prior to the movers arriving. We are entering your home and do not want to be liable for any loss or alleged theft. This is advance warning to the shipper, if you leave your valuables laying about the carrier cannot be liable in any way for loss or theft. Glass should be taken from all hardware and packed prior to movers arriving. Mirrors, paintings, artwork, etc should be properly packed prior to movers arriving. Movers will have no choice but to pack mirrors and glass for you if they are not ready when they arrive, and they will not be properly prepared to provide such services. Carrier cannot be liable for paintings, glass, mirrors, pictures that are not properly packed prior to the movers arrival.

R.) Carrier not liable for any part (damage, loss, etc) of shipment in storage that shipper has had access to during storage term.

S.) Carrier is not liable for inspection of any property. Carrier is not liable for any instance of "the truck not fitting Carrier is not liable for shuttle services or long-walk requirements even in the event of alleged negligence by any employee, agent, estimator or mover. Shipper is responsible for any and all associated charges.

T.) Carrier is not liable for any verbal communication between estimator and shipper. Any areas of concern should be communicated to estimator, but a follow up should be provided in writing directly to the carrier.

## 5.4 Prohibited Items

Firearms, medications, hazardous materials, flammables, cash, jewelry, gas, fuel, liquids of any kind, live plants, alcohol, explosives, items of personal or sentimental value, perishable items, or any other items deemed illegal in nature.

Carrier not liable for important documents or any other items accidentally placed into storage. Shipper is solely liable for labor required to find or obtain items out of storage.

## 5.5 Claims Procedure

Shipper should do a walk-through prior to the movers leaving. Any accidents or significant damages should be written on the bill of lading in the designated area prior to the movers leaving.

Claims for shipments within the state of Massachusetts must be postmarked within 15 days. Please note that outside of this limited time-frame for a claim submission, employees or agents are unable to obtain a copy of your contract and will be unable to assist the shipper. A verbal report to the carrier or any agent or employee of the carrier does not constitute a submission of claim. Employee or agent of the carrier cannot submit a claim on your behalf.

Claims for shipments with destinations outside of the state of Massachusetts, but within the continental United States should be submitted in writing within 9 months from the date of delivery. Please note that

claims submitted outside of this time-frame will be considered invalid and employees or agents of the carrier will be unable to obtain a copy of your contract and will be unable to assist the shipper.

All claims should be submitted in writing to LONG MOVING AND STORAGE, LLC. 35 BAYBERRY DRIVE, WESTPORT, MA. 02790

All claims should include a written statement including your name, applicable shipment dates, list and description of damages with supporting photos along with estimated weight of damaged items, should be sent and post-marked within allotted time-frame to:

# LONG MOVING AND STORAGE, LLC ATTN: CLAIMS DEPARTMENT 35 BAYBERRY DRIVE WESTPORT, MA. 02790

Please note that once a claim is submitted by the shipper, the carrier has 30 days to acknowledge claim submission. If you do not receive acknowledgment of your claim, please contact the carrier and/or resubmit the claim.

Once claim is acknowledged, the carrier has 120 days to offer a resolution to your claim. Please note that a resolution is not always possible and will not always be financial in nature. Carrier is not obligated to refund shipment charges. Carrier liability limits apply. Carrier liability exceptions apply.

## WARNING: DO NOT HARASS OR THREATEN EMPLOYEES OR AGENTS OF THIS CARRIER.

Please note that threats of claims, lawsuits, bad reviews, or using your position of power in association with an attempt at financial gain at the expense of the carrier is extortion and all employees and agents of this carrier are required to report such threats to management and/or governing agencies.

## 6 ACCOUNT MANAGEMENT

Carrier is on a paper filing system. Any phone calls you make to employees of carrier should include your full name and address, along with a brief update on where you are in your shipment. You should indicate whether you are a prospective client or if you are a shipper with a reserved move date.

## 6.1 Collection of Account Charges

Please note that within the state of Massachusetts, the shipper is liable for paying any service in full prior to final release of goods regardless of any previous estimate. This means account balance is due in full before the truck arrives and/or is opened.

Please note that collection of charges may be estimated by the movers. Please note that as service is hourly and movers are collecting before offload, carrier reserves right to compile a final invoice of charges to be delivered or post-marked to the shipper within 30 days at which point the payment terms are as found in Section 5.2 below.

Please note that failure to pay account charges as outlined above will result in the carrier being forced to suspend shipment and to divert shipment to storage (a third party storage unit under the name and authority of the carrier) until account balance is paid in full. Any labor costs that the carrier incurs due to failure of the shipper to pay account balance must be billed to the shipper and any storage costs must be billed to the shipper.

The carrier accepts cash, certified bank check or money order and the shipper is expected to have said payment form ready for the movers on the day of their move in the total estimated amount of the move minus the initial deposit. The carrier does not accept personal checks.

Please note that handling charges will not apply to initial deposits. Please note that personal checks may be used for initial deposit. Please note that carrier will not service move if deposit does not clear.

Please note that all payments to the carrier are non-refundable. Please note that shippers may pay account balance in full ahead of the move date; however, shipper must understand that this payment is non-refundable as carrier will not hold funds for the shipper and they will become part of day to day operating expenses. Please note that the final charges for services rendered will be in accordance with this tariff or as otherwise specified on the "bill of lading" and is non-negotiable.

6.2 Account Balances Carrier does not extend credit to the shipper except where required by state or federal law. In instances where carrier is required to extend credit, carrier will allow a 30 day free credit period for uncollected balances for services rendered that remain on account after final release of goods.

There will be a service charge of 2% added to account for each 30 day period that account remains unpaid by shipper. Please note that carrier reserves any and all rights to collect unpaid balances and/or forward uncollected balances to a collections agency.

#### 6.3 Account Fraud & Prevention

Please note that all calls you make to the carrier may be monitored and/or recorded. Please note that carrier may keep detailed call records.

Please do not lie or make false statements to agents or employees of the carrier. Do not intentionally omit vital account details when communicating with agents or employees of the carrier in an attempt to defraud the carrier for financial gain. (Example: Seeking a refund from an agent or employee when other agents or employees already gave you a refund or failed to collect in full for services rendered)

Please note that all payments made to carrier are non-refundable. Agents and employees of the carrier cannot refund a payment to the shipper once a payment has been made. Please note that employees and agents of carrier may be required to report suspected account fraud to management and/or governing agencies.

## 6.4 Abuse, Hostility and Harassment

Please note that the carrier does not tolerate abuse, hostility or harassment from the shipper or shippers associates (friends/families/lawyers/etc) to its employees or agents. Please note that carrier may refuse service at any time for any reason, even if a shipment has already commenced. If carrier finds itself in possession of the goods of a hostile shipper, these goods may be diverted to a third party storage unit under the name and authority of the carrier and a lien shall be placed on that shipment until account balance has been paid in full. Shipper responsible for any warehousing costs incurred as well as any costs incurred in association with this tariff. Upon payment of all charges in accordance with the applicable rates found in this tariff document, goods will be released to shipper. Please note that carrier retains right to record telephone lines.

## 6.5 Relatives & Friends

Please note that employees or agents of the carrier may be unable to communicate with friends or family of the shipper in regards to private contract information. Friends or family may not understand

contract terms and conditions. Thus, carrier may refuse to speak with anyone who is not specifically on the bill of lading for a shipment.

### 6.6 Claims Department

Please note that the claims department DOES NOT maintain telephone lines as all complaints and claims for loss or damage must be communicated in writing no later than fifteen days after release of shipment. Please note that suits or claims shall not be brought upon the carrier if a claim is not postmarked by the shipper within 15 days of the move and confirmed by the carrier within 30 days of receipt. Failure to deliver claim in writing no later than fifteen days after release of shipment is at shippers own risk. Please note that employees or agents of the carrier are not able to assist shippers in lowering or waiving approved tariff charges. Carrier asks shipper not to call our employees on telephone lines as they will not be able to assist in damage or loss claims. Carrier asks that shippers do not harass employees or agents of the carrier.

#### **7 IMPORTANT DOCUMENTS**

There are several important documents that the shipper should be aware of.

7.1 Moving Tariff Moving tariff is a document periodically approved and on file with the Massachusetts Department of Public Utilities. The Massachusetts Department of Public Utilities may provide you a copy of this document. This document can change at any time for any reason and will govern your move. An updated copy of this document is also maintained at LONG MOVING AND STORAGE LLC. This document is important as it contains the guaranteed rates and terms of service applicable to shipments through this carrier.

7.2 Pre-Move Inspection Report This document serves as a pre-move inventory conducted by an inhome estimator or agent of the carrier. This document contains the guaranteed rates of the carrier. This document serves to notify appropriate operations personnel which power units and trailers are recommended for the shipment, as well as recommended moving staff for any particular shipment. This document is not a bid or a contract. This document contains estimated charges for the purpose of scheduling and preparing shipper for expected costs.

## 7.3 Confirmation

This is a document sent through email or mail that may contain confirmation of move dates, a summary of services, deposit information, guaranteed rates of service, applicable discounts, and estimate of charges. The document is not required and often sent as a courtesy to the shipper. This document is not a contract or a bid and never to be construed as such. Although this document is not required, if you do not receive this document, you may want to confirm your move with the main office.

## 7.4 Bill of Lading

This is an important document that authorizes the carrier, "LONG MOVING AND STORAGE LLC" to transport goods from an origin address to a destination address. This document also serves as the contract between the carrier and the shipper. This document also serves as the transportation bill. On the reverse side of the bill is a copy of the Terms and Conditions of the shipment. The shipper must declare the value of their shipment on this document prior to commencement of the move. The shipper MUST sign this document prior to commencement of the move. The shipment before this document is signed. In the event that a shipment begins without a bill of lading, such shipment shall be made at no liability to the carrier, and is at the sole risk of the shipper.

### 7.5 Claims Submission Form

This is a document that can be provided by our employees which includes all the standardized disclosures and requests that the carrier will need to fulfill a claim of loss or damage for a shipper.

#### 7.6 Mutual Release

A mutual release document shall be signed prior to any refund from the carrier to the shipper. This document effectively states that the carrier releases shipper from any future claims and liability in association with a specified shipment. The shipper shall release the carrier from any future claims or liability in association with the specified shipment. This document is often sent after a claim has been processed and the carrier is preparing to refund a shipper. Please note the shipper must send the signed mutual release back to the carrier within 30 days. Failure to return the signed mutual release within 30 days will forever release carrier from any and all liability in association with the specified shipment. Please note that this policy is to prevent liabilities from building up over time due to non-response and there are no exceptions to this policy.

#### TYPICAL OFFICE HOURS:

Monday through Friday 9:00am-5:00pm Except for Holidays (and, surrounding days)

Please note that operations run independently from office hours and we accept moves 7 days per week/24 hours per day except on major holidays (and, possibly days leading up).