

Tariff

Issued by: Yarimar, LLC

D.B.A: Luggers Moving

65 Winthrop Street. Milton MA, 02186

USDOT #: 2870990

Signed by: Yamarilis Ortiz

Title: Chairman - CEO

**RATES, RULES AND REGULATIONS APPLYING TO MASSACHUSETTS INTRASTATE MOVES OF HOUSEHOLD
GOODS**

GENERAL RULES AND REGULATIONS

Governs all sections of this tariff unless otherwise provided within individual sections except as otherwise provided herein. The rates named in this tariff include one pick-up and loading at point of origin and one delivery and unloading at point of destination.

RULE 1: APPLICATION OF TARIFF

This tariff names rates, rules and regulations for the transportation of household goods in whole or in part incident to a move by a householder from one dwelling to another, between points in Massachusetts.

RULE 2: IMPRACTICABLE OPERATIONS

The carrier shall not be obligated to perform pick-up or delivery or render any services at a place or places where it is impracticable to operate vehicles because of:

1. The condition of roads, streets, driveways, alleys or approaches thereto.
2. Inadequate loading or unloading facilities.
3. Any riot, strike, picketing or other labor disturbances.

RULE 3: PROPERTY SUBJECT TO BILL OF LADING

A. Unless otherwise provided, when property is transported subject to the provisions of this tariff, or as amended, the acceptance and the use of the Massachusetts Movers Association Household Goods Bill of Lading, as described herein, is required.

B. The shipper may declare a value in excess of 60 cents per pound per article, by paying an additional charge...which is Replacement Insurance charged at 2% of the Declared Value.

RULE 4: INSPECTIONS OF ARTICLES

When carrier or his/her agent believe it is necessary that the contents of packages be inspected, they shall make or cause such inspection to be made, or require other sufficient evidence to determine the actual character of the property.

RULE 5: DECLARATION OF VALUE

A. Shippers are required to state the agreed or declared value of the property on the bill of lading prior to the start of any packing or moving service.

B. Valuation shall be declared and stated in dollars and cents per pound per article or lump sum declared values as stated on the bill of lading.

C. If shipper declines to declare the value in writing, the shipment will automatically be released at \$1.25 per pound as found in Option B on the bill of lading and the shipper will be responsible for the valuation charge. The agreed or declared value shall be deemed to relate to all services undertaken by the carrier or its agents and such agreed and declared value must be entered on the bill of lading and signed by the shipper in their own hand.

D. Carrier must offer a minimum of 2 options of declared value, which are consistent with options, A, B, and/or C defined on the Combined Uniform Household Goods Bill of Lading and Freight Bill.

RULE 6: CERTIFICATES OF INSURANCE

We may, at our option, provide "Certificates of Insurance" issued by an independent insurance company. The cost of any insurance in the name of the shipper will be borne by the shipper and will not be assumed by the carrier. Yarimar, LLC dba Luggers moving can arrange for transit insurance Valuation in the amount you specify. A Certificate of Insurance should be provided to you. The certificate Valuation we offer covers your items at their replacement value. Requests for Insurance

Certification are directed to our current carrier NOT FROM Yarimar, LLC dba Luggers Moving.

RULE 7: PAYMENTS

A. The carrier shall have the right to retain possession of any property transported by it and to place the same in storage at the charge and expense of the shipper until all tariff rates and charges thereon have been paid in cash, money order, or certified check.

B. Nothing herein shall limit the right of the carrier to require, at time of or before shipment, the prepayment in part or in full or guarantee of charges.

C. Property not received by the party entitled to receive it after notice of the arrival of the property at destination, or at the port of ex- port of export (if intended for export) has been duly sent or given, and after placement of the property for delivery at destination, or at the time tender of the delivery of the property to the party entitled to receive it or at the address given for delivery has been made, may be kept in vehicle, warehouse or place of business of the carrier, subject to all lawful charges and the carrier's responsibility as warehouseman only, or at the option of the carrier, may be removed to and stored in warehouse at the point of delivery or at other available points, at the cost of the owner, and there held without liability on the part of the carrier, and subject to a lien for all transportation and other lawful charges, including a reasonable charge for storage. In the event the consignee cannot be found at the address given for delivery, then in that event notice of the placing of such goods in warehouse shall be left at the address given for delivery and mailed to any to address given on the bill of lading for notification, showing the warehouse in which the property has been placed, subject to the provisions of this paragraph.

RULE 8: IMPRACTICAL PICK-UP OR DELIVERY & AUXILIARY SERVICES

A. It is the responsibility of the shipper to make shipment accessible to carrier or accept delivery from carrier at a point at which the Luggers vehicle may be operated safely.

B. Charges for parking during the course of the loading or unloading of the carrier's truck are authorized if no other means exists for the carrier to park without a fee. Such parking fees may be advanced by the carrier and charged to the shipper/consignee. Disclosure of parking fees must be made on the Probable Cost of Service and Order for Service

C. When it is physically impossible for carrier to perform pick-up of shipment at origin address or to complete delivery of shipment at destination address with normally assigned Luggers equipment, due to the structure of the buildings, its inaccessibility by highway, inadequate or unsafe public or private road, overhead obstruction, narrow gates, sharp turns, trees, shrubbery, the deterioration of roadway due to rain, flood, snow, or nature of an article or articles included in the shipment, the carrier shall hold itself available at point of pick-up or tender delivery at destination at the nearest point of approach to the desired location where the Luggers equipment can be made safely accessible.

D. Upon request of the shipper, consignee or owner of the goods, the carrier will use or engage smaller equipment than its normal Luggers equipment or provide extra labor for the purpose, if possible of accomplishment, of transferring the shipment between the residence and the nearest point of approach by the carrier's Luggers equipment. Charges for this auxiliary service, to cover the additional vehicle (if used) will be as provided in Item 190, and shall be in addition to all other transportation or additional services.

E. If the shipper does not accept the shipment at the nearest point of safe approach by carrier's Luggers equipment to the destination address, the carrier may place the shipment, or any part thereof not reasonably possible for delivery, in storage at the nearest available warehouse of the carrier, or at the option of the carrier, in a public warehouse, subject to a lien for all lawful charges. Transportation charges to apply for such service shall be the applicable tariff rate. The liability on the part of the carrier will ease when the shipment is unloaded into the warehouse and the shipment shall be considered as having been delivered.

RULE 9: WAREHOUSE PICK-UP OR DELIVERY

Except as otherwise provided herein, if shipment is delivered to or picked up at a warehouse, the rates for transportation include only the loading or unloading at door, platform, or other point convenient or accessible to the vehicle.

RULE 10: ARTICLES LIABLE TO CAUSE DAMAGE

Carrier will not accept for shipment property liable to impregnate, infest or otherwise damage equipment or other property. Carrier will not accept for shipment articles, which cannot be taken from the premises without damage to the article or the premises, except, after due notice to the shipper, such articles will be taken at the owner's risk.

RULE 11: PERISHABLE ARTICLES

Carrier will not accept for shipment frozen foods, liquids, plants, or other articles requiring special handling or refrigeration.

RULE 12: ARTICLES OF EXTRAORDINARY VALUE

The carrier will not assume any liability whatsoever for: Documents, currency, money, jewelry, watches, precious stones, or articles of extraordinary value including accounts, bills, deed, evidence of debt, securities, credit cards, notes, postage stamps, stamp collections, revenue stamps, letters or packets of letters, articles of peculiarly inherent value, precious metals or articles manufactured there from which are not specifically listed on the bill of lading.

RULE 13: DANGEROUS ARTICLES NOT ACCEPTED

Explosives, hazardous, or dangerous goods will not be accepted for shipment. Any person or persons whether principles or agent, shipping such goods shall be liable for and indemnify the carrier against all loss or damage caused by such goods and carrier shall not be liable for safe delivery of shipment.

RULE 14: CONSOLIDATED SHIPMENTS

A. Property of two or more families or establishments will not be accepted as a single shipment. Property of each family or establishment must be handled as a separate shipment on a separate bill of lading.

B. The name of only one shipper and one consignee shall appear on one bill of lading, but the bill of lading may also specify the name of a party to notify of the arrival of the shipment at destination.

RULE 15: COMPLETE ARTICLE

Each shipping piece or package and contents thereof shall constitute one article. The total component parts of any article taken apart, or knocked down for handling or loading in vehicle, shall constitute one article.

RULE 16: REISSUED ITEMS, RULES OR PAGES

Reference made herein to items, rules or pages in this tariff include reference to reissue of such items, rules or pages.

RULE 17: CLAIMS

A. Any claim for loss, damage, or overcharge shall be made in writing within 15 days of the time of delivery, or the time in which delivery should have been made, and shall be accompanied by original paid bill for transportation and original Bill of Lading, if not previously surrendered to carrier. Carrier may require certified or sworn statement of claim.

B. Carrier shall be immediately notified of all claims for concealed damage and shall be given reasonable opportunity to inspect alleged concealed damage in original package.

C. The carrier's liability shall not exceed the cost of repairing or replacing the property lost or damaged with materials of like kind and quality not exceeding the actual cash value of the property at time and place of loss, with due allowance for depreciation or deterioration howsoever caused, but in no event to exceed the released value declared by the shipper.

D. The carrier's liability for goods shall cease when the property has been delivered to and receipted for by the owner, or by the con- signee or shipper or the authorized agent of either, except as to damage noted at time of delivery. When the carrier is directed to unload or deliver property (or render any service) at a place or places at which the consignee or its agent is not present, the property shall be at the risk of the owner after unloading or delivery.

E. Where the carrier is directed to load property from (or render any services at) a place or places at which the consignor or its agent is not present, the property shall be at the risk of the owner before loading.

F. The carrier's liability with regard to sets or matched pieces shall be limited to repair or replacement of the lost or damaged piece or pieces only and shall not extend to repair, replacement or recovering of the entire set, but in no event to exceed the released value declared by the shipper.

RULE 18: SERVICING SPECIAL ARTICLES

The transportation rates in this tariff do not include servicing or un-servicing articles or appliances such as refrigerators, deep freeze cabinets, radios, record players, washing machines, television sets, video cassette recorders (VCR's), dryers, microwave ovens, computers, electronic games, stereo equipment, HiFi equipment, clocks, satellite dishes, hot tubs whirlpool baths, air conditioners, and the like which, if not properly serviced, may be damaged in, or incident to, transit; nor is liability assumed for any such damage unless said articles or appliances are serviced and un-serviced as provided in (A) or (B) below.

A. Upon request of shipper, owner or consignee of the goods, carrier may, subject to (B) below, service and un-service such articles and appliances at origin and destination for the additional charge provided in Section I, Additional Services. Such servicing and un- servicing does not include removal or installation of articles secured to the premises; or plumbing, electrical or carpentry services necessary to disconnect, remove, connect and install such articles and appliances.

B. If carrier does not possess the qualified personnel to properly service and un-service such articles or appliances, carrier may upon request of shipper, owner or consignee and as agent for them engage third parties to perform the

servicing and un-servicing. When third parties are engaged by the carrier to perform any service, the carrier will not assume responsibility for their activities or conduct; amount neither of their charges; nor for the quality or quantity of service furnished.

C. All charges of the third parties must be paid by the shipper, and are in addition to all other charges in this tariff. Such charges will be advanced by the carrier, and billed as an Advanced Charge as provided in Rule 25 herein.

D. Except as otherwise specifically provided in this tariff, or as amended, the services covered by this tariff do not include the handling, loading, unloading of any single article weighing 1,000 pounds or more. The shipper must provide the extra handling, loading or unloading in every instance, or if the carrier has additional personnel and equipment available, such extra services upon request of the shipper may be provided by the carrier at charges as shown in this tariff. When necessary such articles must be securely braced and blocked, and when such bracing or blocking require material not forming part of the regular equipment of the vehicle, or extra labor, such material and labor must be furnished by the shipper.

RULE 19: MARKING AND PACKING

A. Articles of fragile or breakable nature must be properly packed.

B. Packages containing fragile articles or articles consisting wholly or in part of glass, when packed by the shipper or his agent, must be marked by plain and distinct letter that designating the fragile character of contents.

C. When articles of furniture, consisting wholly or in part of glass are covered or wrapped by the shipper or his agent; such articles shall be wrapped in a manner to clearly expose glass surfaces or glass portions and transported at owner's risk.

D. Where articles are improperly packed, crated, or boxed and by reason thereof the contents are more susceptible to damage, carrier may arrange to have such articles properly packed at charges as shown in this tariff.

E. Yarimar, LLC dba. Luggers Moving and our Insurance will not insure and subsequently cannot be held liable for items PACKED by owner for anything above the Standard .60/lb./item as previously described.

RULE 20: FURNISHING HELPERS

A. The carrier reserves the right to furnish the necessary number of helpers, in the opinion of the carrier, to handle shipments to be transported properly.

B. On request of shipper the carrier will furnish helpers in addition to number considered necessary by the carrier at the applicable rates for helpers.

RULE 21: SHIPMENTS ACCEPTED

Shipments will be accepted subject to the requirements of ordinances or laws regulating the transportation of property, or the use of vehicles and facilities.

RULE 22: HOISTING OR LOWERING

Hoisting or lowering service will be performed only at points where carrier possesses necessary equipment and experienced personnel to perform such service, weather conditions permitting. Otherwise, upon request of shipper, consignee or owner of the goods, the carrier as agent of and for and in behalf - of the shipper, consignee or owner, will endeavor to arrange for qualified service, if available, at the expense of the shipper or consignee or owner of the goods. In such instances, the carrier will not be responsible for damage to shipment or property. (See item 146)

RULE 23: DISPOSITIONS OF FRACTIONS

Unless otherwise provided, to dispose of fractions in computing a charge, omit fractions of less than one-half of one cent, and increase to the next whole figure fractions of one-half or one cent or greater.

RULE 24: EXPLANATIONS OF HOLIDAYS

Except as otherwise provided, the following days will be considered holidays wherever reference is made to a holiday or holidays in this tariff (SEE NOTE):

New Year's Day (January 1) Martin Luther King Day, Labor Day (1st Monday in September) Washington's Birthday (3rd Monday in February) Columbus Day (2nd Monday in October) Memorial Day (Last Monday in May) Veteran's Day (4th Monday in October) Independence Day (July 4) Thanksgiving Day (4th Thurs. in November) Christmas Day (December 25) NOTE: When a day other than the actual date is set aside by the State to be observed as that holiday, such day will be considered a holiday.

RULE 25: ADVANCED CHARGES

Charges advanced by carrier for services of others engaged at the request of the shipper will be supported by carrier with a copy of invoice setting forth services rendered, charges and basis thereof, together with reference to applicable schedule or tariff if charges are assessed in accordance therewith. The charges so advanced are in addition to and shall be collected with all other lawful rates and charges. When carrier engages the services of third persons at the request of and as agent for the shipper, carrier will not assume responsibility for their activities or conduct, amount of their charges, nor for the quality or quantity of the service furnished.

RULE 26: DISASSEMBLY AND REASSEMBLY

Transportation rates DO NOT include the removal of any article embedded in the ground or secured to a building, nor the assembly or disassembly of any outdoor articles such as steel utility buildings or cabinets, swing sets, slide, sky rides, jungle gyms, or other out- door articles of similar nature, nor the assembly or disassembly of unusual articles found inside a building such as steel shelving, pool tables, elongated work tables, counters, etc. Upon request of shipper, owner, or consignee, the carrier may disassemble or reassemble such articles, subject to labor charges provided in Item 120 herein, or arrange for the service of a third party. The shipper, in such case, will be required to furnish, at the time of reassembly, any new hardware, nuts, bolts, etc., necessary to perform the service.

RULE 27: WRITTEN ESTIMATES/QUOTATIONS

Carrier may give an estimated cost in writing, but in so doing be qualified to estimate within twenty-five per cent (25%) of actual charges. The final charges to be assessed shall not be more than 25% of the estimated cost.

NOTE 1: Estimate must be in writing and signed by carrier or authorized via email.

NOTE 2: Movement must commence within 30 days of date estimate is provided.

NOTE 3: Total charges set forth will cover only those specific quantities and services indicated on the estimate.

NOTE 4: Movement is limited to the origin and destination indicated on the estimate.

RULE 28: BINDING ESTIMATE

Upon request, the carrier will provide a binding estimate for transportation and other services pertaining to a shipment as described in Para 1, of Rule 1, in this tariff.

NOTE 1: Estimate must be in writing and signed by carrier and shipper or authorized via email.

NOTE 2: Movement must commence within 30 days of date estimate is provided.

NOTE 3: Total charges set forth will cover only those specific quantities and services indicated on the estimate.

NOTE 4: Movement is limited to the origin and destination indicated on the estimate. GENERAL RULES -

TIME BASIS

RULE 29: COMPUTING TIME

Unless otherwise provided herein, time charges will be computed at the hourly rate applicable from the time vehicle, helper or supervisors report at the original point of loading until the completion of unloading the last load at final destination plus travel time, less time spent for Meal Break, vehicle breakdown or repair, subject to the following: Charges based on time shall be computed by multiplying the hourly rate by the time involved. Unless otherwise provided, fractions of an hour will be disposed of as follows: Where the time involved is less than 15 minutes, one quarter hour. When in excess of 15 minutes but not more than thirty (30) minutes, charge one-half hour. When in excess of 30 minutes but not more than forty-five (45) minutes, charge for three-quarters of an hour. When in time is in excess of 45 minutes charge for one hour.

RULE 30: USE OF VEHICLE AND DRIVER

Carrier will not supply vehicle without driver.

RULE 31: TIME

A. Yarimar, LLC dba Luggers Moving shall insert on the Household Goods Bill of Lading prescribed in this tariff, the time we start the job and the time we finish said job.

B. This shall include section for travel time as referred to in this Section.

C. **Travel Time** - In addition, the time shown below shall be added to cover travel time once from mover's warehouse or terminal to point of origin and again from point of destination back to mover's terminal.

<u>MILES (OVER)</u>	<u>MILES (NOT OVER)</u>	<u>TRAVEL TIME (HOURS)</u>
---------------------	-------------------------	----------------------------

0	10	0.25
10	20	0.50
20	30	0.75
30	40	1.00
40	50	1.25
50	60	1.50
60	70	1.75
70	80	2.00
80	90	2.25
90	100	2.50
100	110	2.75
110	120 (Note)	3.00

- D. NOTE: Travel time for mileage in excess of 120 miles will be calculated at the same rate of one-quarter hour for each ten mile segment.
- E. Travel time from destination back to warehouse or terminal as provided for herein will not apply on shipments destined to mover's warehouse for storage-in-transit or permanent storage.
- F. If more than one vehicle is required or if the removal requires more than one day, travel time shall apply separately for all men and each vehicle for each day.

RULE 32: THREE-HOUR MINIMUM

The hourly rates will be subject to a three (3) hour minimum charge including the applicable charge for travel time.

ADDITIONAL SERVICES

Except as otherwise specifically provided, Rates and Charges for Additional Services shown in this Section apply to all territories and are in addition to all other rates and charges in this tariff.

ITEM 110 PACKING SERVICES

1. The labor rate for packing and unpacking is the same for that of moving.
2. Packing rates do not include materials.
3. Travel time will be charged for packing or unpacking.

NOTE 1: Cubical content must be shown on all cartons.

NOTE 2: In the event that two or more standard containers must be joined together because of the size, shape or character of the item or items to be packed, the charge shall be the combined charge reflected in this item.

NOTE 3: Yarimar, LLC dba Luggers moving will provide a cost sheet of materials in advance of move date.

ITEM 120 LABOR CHARGES

Regular time and overtime labor charges cover all additional services for which no charges are otherwise provided in the tariff, when such services are requested by the shipper. Refer to carrier's hourly rate tables.

ITEM 141 APPLIANCE SERVICE

Household appliances or other articles (such as washers, dryers, refrigerators, freezers, etc.) requiring special servicing for safe transportation: (Subject to request of the shipper, owner, or consignee, and provisions of Rule 18.

CARRIER SERVICING at origin:

First Article \$35.00

Each Additional Article \$15.00

CARRIER SERVICING at

destination: First Article \$15.00

Each Additional Article \$10.00

NOTE 1: Does not apply when third parties are used

ITEM 146 HOISTING AND LOWERING

Hoisting or lowering, as required when height of building is: 3 Stories or less Flat Charge \$180.00 First Piece.

Please note: Anything over three flights we normally suggest a crane for safety. Crew Chief Discretion Applies each time services are rendered. Applies in connection to Rule 22

NOTE 1: Does not apply when third parties are used

NOTE 2: For use of carrier's manual handling (blue rigging) equipment only. Does not include labor, see item 120 for labor charges.

ITEM 147 PIANOS OR ORGAN CARRY CHARGES

1st Floor to 1st Floor Flat Charge:

\$75.00 which applies for upright piano and organ

\$100.00 which applies to Baby Grands

Other than to 1st Floor to 1st Floor special contractor may be required.

Note 1: Applies once per shipment for each piano or organ.

Note 2: Will not apply to portable organs, toy organs or toy pianos.

Note 3: Not applicable when third parties are used.

ITEM 210 TOLL OR FERRY CHARGES

A. When shipper requests routing of a shipment involving use of a toll bridge, toll road, ferry or tunnel, or when no other practical route is available for carrier's use, carrier may advance the necessary toll or ferry charges and shall charge the shipper for the amount advanced.

B. If such routing is made on request of the shipper, the following clause shall be placed on the face of the bill of lading:

"SHIPPER REQUESTS ROUTING VIA (Place applicable routing here) AND UNDERTAKES TO REIMBURSE CARRIER FOR ALL NECESSARY TOLL OR FERRY CHARGES ADVANCED BY CARRIER."

(Shipper's Signature)

C. In the absence of specific routing by the shipper, the carrier shall use the most direct route from point of origin to point of destination except that when two routes are available of approximately equal distance, the carrier shall use the route which shall provide the lowest total charge to the shipper.

DEPOSITS/ REFUNDS

☐ I wish to employ the deposit/refund rule.

☒ I do not wish to employ the deposit/refund rule at this time.

A deposit of _____ \$ or % of the estimate (not to exceed 25% of the estimate) is required by the carrier to reserve a specific moving date. The deposit will be applied to reduce the final moving charges.

At the time the deposit is given to the carrier, the carrier must give to the shipper a copy of Bill of Lading stating the amount of the deposit. The carrier must also provide the shipper with a shipper and carrier signed Order for Service if a tariff rated move or, if a Written Binding Estimate (WBE), a copy of the WBE contract stating the amount of the deposit.

The deposit will be refunded if the shipper cancels the move with more than 24 hours' notice of the scheduled move.

ACCEPTANCE OF CREDIT CARDS - Check the appropriate box.

☒ Credit cards will be accepted by the carrier for payment of moving charges. Payment by credit card shall be considered the same as payment by cash, certified check or money order.

(Credit card surcharges cannot be charged to shipper.)

☐ Credit cards will not be accepted by the carrier for payment of moving charges.

TIME BASIS TRANSPORTATION RATES

Transportation rates covering movements of household goods and related articles as described in Rule 1., crated, uncrated or in containers, on an hourly basis up to and including 20 miles from point of origin to point of destination.

Regular Time Rates:

Regular time rates apply when service is performed on weekdays (Monday thru Friday) between the hours of 8:00 A.M. and 5:00 P.M. Peak rates apply when service is requested by the shipper to be performed on a Saturday.

Night rates apply when service is requested by the shipper to be performed on any day (Sunday thru Saturday) between the hours of 5:00 P.M. and 8:00 A.M.,

Holiday rates apply when service is requested by the shipper to be performed during on Sunday, or any hour on the holidays as set forth in Rule 24.

An additional charge to the actual bill of lading hours shall be assessed for each vehicle and driver, helper, and supervisor to cover their travel time. Such a charge shall not be applied more than once during any one day to the same shipper for the same vehicle and driver, helpers, or supervisors. Travel time charges shall be calculated based upon portal to portal and a minimum of one half hour each way.

Transportation/packing and unpacking/travel rates

Moving Services/hour Discription.	Rate Reg.	Rate Sunday	Rate Holiday	Rate Night
Truck with two movers	\$95.00	\$145.00	\$150.00	\$145.00
Truck with three movers	\$145.00	\$195.00	\$200.00	\$195.00
Truck with four movers	\$195.00	\$245.00	\$250.00	\$245.00
Truck with five movers	\$245.00	\$295.00	\$300.00	\$295.00

*Any more than five laborers require additional truck/s.

*Minimum 3 hour includes 1 truck, 1 Driver, and 1 helper. Each additional helper is \$50.00 per hour.

HEARING QUESTIONNAIRE FOR IRREGULAR ROUTE COMMON CARRIERS

Certificate No. : 31815

IND:___ PART:___ INC:___ BUS/CERT:___ ARTS/ORG:___ SIGNATURE:___ TAX:___
FINANCIAL:___ INSURANCE:___ TARIFF:___ OPPOSITION:___

APPLICANT'S NAME : Yarimar LLC dba LUGGERS MOVING - THE JUNK LUGGERS

Street : ~~20 Carver Circle~~ 65 WINTHROP STREET

City : ~~Ganton~~ MILTON, MA

State and Zip : MA ~~02021~~ 02186

Mail Address :

Mass. Address :

Telephone Number : 617-407-9023 ✓

APPEARANCE : YARI ORTIZ TITLE: CC AUTH: ✓

NOTIFY : HECTOR MARTINEZ (MANAGER)

AUTHORITY REQUESTED:

household goods within the Commonwealth

Cargo Insurance : \$10,000 (to be submitted (proof of ins))

1. APPLICATION CORRECT: ✓ NEED FOR SERVICE: yes COMM: ✓ AREA: ✓
2. FILED APPLICATION BEFORE: NO HOLD ANY INTEREST IN OTHER CERT. NO
EXPLAIN INTEREST: FACILITY MANAGEMENT - MOVING - COMMERCIAL
3. SUBJECT OF ANY OTHER MATTER PENDING BEFORE DEPARTMENT NO
4. CONVICTED OR PROSECUTED FOR ANY VIOLATIONS OF MOTOR CARRIER LAWS: NO
5. TRANSPORTATION EXPERIENCE: FACILITY MANAGEMENT - MOVING - COMMERCIAL
6. EQUIPMENT/FACILITIES: TO BE RELEASED & GRANTED in Abbington, MA at 1400 Bedford St, 02351
7. AWARE OF ENVIRONMENTAL LAWS: ✓
8. FAMILIARIZE AND COMPLY WITH MA COMMERCIAL MOTOR VEHICLE LAWS, RULES, REGULATIONS, AND FEDERAL DOT TITLE 49: ✓

REQUESTS OF APPLICANT: Provide IN. CERT.

TARIFF

Application Filed: April 7, 2016

Hearing Location: Boston

Hearing Date : May 3, 2016

Software #: bos31815

franchise is
will provide 2 weeks train

"APPENDIX B.1"

(p. 1 of 4)

Yari Ortiz
65 Winthrop Street
Milton, MA 02186
Cell (617) 407-9023
yariortiz26@gmail.com

OBJECTIVE: To obtain a position where my diversified skills and acquired knowledge would prove to be mutually beneficial

EXPERIENCE:

04/14- Present

SANTANDER BANK.

Boston, MA

Executive / Personal Assistant to CEO

- Represents the CEO by welcoming visitors, reviewing correspondence; arranging company events and other corporate functions; answering questions and meeting requests.
- Helps key executives make consistent decisions by advising them of historical precedents; serving as liaison between them and the CEO.
- Arranges corporate travel and meetings by developing itineraries and agendas; booking other transportation; arranging lodging and meeting accommodations.
- Manage drivers and coordinate between personal and bank needs
- Completes projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; making adjustments to plans.
- Create/Coordinate proposal and presentation preparation through meetings and document production Manage business/personal calendar for CEO, his wife, and their family
- Coordinate International and Domestic travel, including charter flights
- Liaise with spouse and/or household staff
- Ad hoc projects for Executive
- Other duties as assigned

06/07-04/14

SOURCEONE, INC.

Boston, MA

Executive Assistant / Office Administrator

- Interfacing with high-level executives (President, CEO, CFO, and COO)
- Boston office Human Resources administrator
- Plan and manage domestic and international travel for C-level executives including but not limited to multi-destination itineraries
- Heavy calendar management
- Executive level expense reports
- Event and meeting planning and preparation for executive, employee, and client events
- Manage daily meeting schedules, update and communicate changes to all involved parties
- Create and/or edit company presentations
- Liaison between internal staff and home office personnel
- Prepare all new hire documentation (ie: I9, W4, and all pertinent documents) as well as new hire orientation
- Responsible for continued training and development of all new hires
- Interpret and translate international and domestic documents from Spanish to English and vice versa
- Interpret executive overseas conference calls
- Overseas document preparation for interns and executives (Visas and Licensing)
- Prepare executive correspondence; maintain executive records; and ensure high level of confidentiality
- Maintain and organize files and manage paper flow
- Multi-tasking ability, keeping multiple projects on-track, structuring and executing work
- Assist to Maintain budgets, spread sheets, and the general ledger
- Manage invoice generation and full-cycle AP and AR
- Research and resolve accounts payable and receivable issues with customers
- Ensure accuracy and quality of all data entry and cost moves
- Pulling and preparation of supporting documentation for billing and audit
- Assist in monthly financial reporting including entry of cash flow data; work in progress reports; entering project write-offs as assigned and labor study details, etc.
- Responsible for performing a wide range of clerical and general office duties including filing, faxing, photocopying and troubleshooting
- Responsible for additional duties as assigned by executive staff

5/04-06/07

OLD TOWN TROLLEY TOURS OF BOSTON
Human Resources Administrative Assistant

Boston, MA

- Responsible for performing a wide range of clerical and general office duties including filing, faxing, and photocopying
- Responsible for providing administrative assistance to the Office Manager, as well as other Supervisors
- Served as back up for Receptionist answering, screening, and directing telephone calls
- Planned and coordinated CAST member meetings; as well as provide secretarial support during meetings
- Accurately typed agenda, minute reports, routine correspondence, and other departmental documents as necessary
- Responsible for maintaining a high level of confidentiality
- Responsible for preparing organizing and binding materials for CAST members, and benefit packages for all new-hires
- Maintained office/human resources files, records, and HTA filing systems, and ensuring the integrity of the files
- Enforced and exemplified all HTA policies, procedures and programs
- Responsible for maintaining the highest level of integrity, morality and honesty
- Maintained strict confidentiality of information regarding CAST member/departmental records whether in spoken, written or computer format
- Maintained current and accurate files and records of all recaps
- Managed all administrative duties for the office including ordering supplies, as well as ordering lunch for CAST meetings
- Accountable for the security of all office supply inventories, office equipment, and property
- Assisted Office Manager with pre-employment drug testing as required and MVR requests

4/00-5/04

OPTIMA SHIPPING SYSTEMS INC
Receptionist / Data Entry Clerk

Boston, MA

- Data Entry for carriers such as UPS, Fed Ex, and Airborne; as well as local carriers such as PD, BDL, BK, Minuteman, ETA Daily and ETA Saturday
- Typed Air bills and Third Party Billing
- Logged and weighed packages to maintain records as to which carrier it was sent through based on weight, city and state; as well as measuring all items
- Administered and maintained inventory for customers
- E-mailed verification of delivery to customers on a nightly basis
- Packaged, documented and distributed customer order requests through our inventory of the customer's books, documents, pens, CD's and binders (such as Percussion and Praendex accounts)
- Responsible for initial contact with contractors, visitors, and the general public
- Answered, screened, and directed telephone calls
- Received and logged package order requests from clients
- Responsible for the distribution of newsletters and notices to clients
- Responsible for client billing and A/P
- Created, maintained and updated customer accounts using Excel
- Reviewed all manifests to ensure proper shipment on a daily basis
- Responsible for daily update of customer accounts via telephone and correspondence
- Maintained and documented night operations on our Problem Log to communicate any issues that occur with supervisors (ie: missing, extra, and duplicate pieces)
- Assisted the International Department with BCG

SKILLS:

- Proficient in Microsoft Office - Word, Excel, PowerPoint, Outlook and Internet
- Maximo AP System
- Goldmine E-mail System
- BillQuick
- ADP Payroll
- Budgeting; A/P and A/R
- QuickBooks Pro 2009
- Analyzing and creating Profit & Loss statements
- Handling budget specifications
- Data Entry 60 WPM

EDUCATION:

2002

Northeastern University Summer Calculus Course Study

Boston, MA

2002

BRIGHTON HIGH SCHOOL (Diploma)

Boston, MA