## Atlas

## **CUSTOMER RESPONSIBILITIES GUIDE / HIGH VALUE INVENTORY**

ATLAS VAN LINES, INC. 1212 ST. GEORGE ROAD, P.O. BOX 509 EVANSVILLE, INDIANA 47703-0509 (800) 252-8885 / (812) 424-2222

ATLAS REGISTRATION NO.	
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The following list sets out your responsibilities prior to and at packing/loading, during transportation, and at time of delivery. This list is meant to alleviate most problems encountered during a relocation. Failure to complete these items may result in damage to your goods as well as to Atlas equipment or personnel. Thank you for taking the time to do the following:

<ul> <li>□ Discard perishable items (food, house plants, etc.)</li> <li>□ Arrange non-Atlas transportation of jewelry, coins, currency, stocks, bonds, legal documents, valuable collectables, collections and medicines.</li> <li>□ Discard flammables, ammunition, cleaning solutions, paint, liquids, aerosol cans and propane tanks.</li> <li>□ Separate and identify items not being packed or transported by Atlas.</li> <li>□ Empty attic and crawl space of items to be packed or transported by Atlas.</li> <li>□ Remove wall art and ceiling fixtures and prepare them for packing or transport.</li> <li>□ Disassemble all particle board, press board and prefab furniture.</li> <li>□ Prepare electronics, audio, video and computer equipment for packing or transport.</li> <li>□ During Transport •</li> <li>□ Notify your relocation coordinator of any schedule or contact information changes.</li> <li>□ Be available to accept delivery at any time during delivery dates.</li> <li>□ Puring Delivery •</li> <li>□ Verify items delivered by using the Customer Check Off Sheot. Ask your van operator for this before delivery begins.</li> <li>□ Verify receipt of all items listed on High Value Inventory.</li> <li>□ Puring Received •</li> <li>□ Atlas Important Information Booklet</li> <li>□ Personal items from boats, autos and motoroxides. Make sure the gasoline and oil items from boats, autos and motoroxides. Make sure the gasoline level is no more than one quarter tank.</li> <li>□ Empty gasoline and oil from small engine gas-powered equipment (lawmowers, lobwers, etc.)</li> <li>□ Advise packers or the van operator of any firearms being packed or transport.</li> <li>□ Personal items from boats, autos and motoroxides and oil from small engine gas-powered equipment (lawmowers, lobwers, etc.)</li> <li>□ Personal business card of the survey origin agency</li> <li>□ Atlas Important Information Booklet</li> <li>□ Port Move Gypsy Moth and Gypsy Moth Advisory<th colspan="5">Pre Packing/Loading •</th></li></ul>	Pre Packing/Loading •				
Arrange non-Atlas transportation of jewelry, coins, currency, stocks, bonds, legal documents, valuable collectables, collections and medicines.  Discard flammables, ammunition, cleaning solutions, paint, liquids, aerosol cans and propane tanks.  Separate and identify items not being packed or transported by Atlas.  Empty attic and crawl space of items to be packed or transported by Atlas.  Remove wall art and ceiling fixtures and prepare them for packing or transport.  Disassemble all particle board, press board and prefab pracked or transport.  Disassemble all particle board, press board and prefab pracked or transport.  Prepare electronics, audio, video and computer equipment for packing or transport.  Prepare electronics, audio, video and computer equipment for packing or transport.  Puring Transport •  Notify your relocation coordinator of any schedule or contact information changes.  Puring Delivery  Be available to accept delivery at any time during delivery dates.  Puring Delivery •  Verify items delivered by using the Customer Check Off Sheet Ask your van operator for this before delivery begins.  Atlas Literature/Forms Received •  Atlas' Important Information Booklet		Discard perishable items (food, house plants, etc.)		Disassemble or unhook appliances, including water and	
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