

# **Corrigan**

## **Moving Systems**

International  
World Headquarters  
23923 Research Drive  
Farmington Hills, MI 48335  
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### **MOVING GUIDELINES**

1. Items the movers will not move: liquid bleach, car oil, aerosol cans, cleaning fluids, paint/paint remover, building materials, firewood, matches, lighter fluid, ammunition, gasoline cans, frozen or perishable foods or live plants.
2. If you have a propane tank, you must take it to a dealer to be purged, sealed & tagged before the driver can load it into your shipment. You must also provide the receipt to the movers on load day. **THIS IS THE ONLY WAY THE MOVERS WILL ACCEPT A PROPANE TANK.**
3. You are responsible for disconnecting your own stereo, computer, VCR and other such electrical appliances. The movers will pack these items in the moving company's cartons.
4. You must empty the gas from the lawnmower, snow blower or any other gas powered item.
5. If your company authorizes the shipment of an automobile it must contain no more than ¼ tank of gas. The automobile must be emptied of any and all loose items such as CD's, sunglasses, loose change, etc. The battery will be disconnected before the auto is shipped.
6. You are responsible for the transport of your own high value items such as money, jewelry or other personal items. You are also responsible for the transport of any prescription medications and photographs (these usually do not keep their color, texture, etc. during shipment due to the changes in climate).
7. Unpacking by the mover means that the items will be taken from the boxes and placed on counters, tabletops, floors, etc. The movers do not place items in the cupboards, drawers, or on shelves. The delivery crew will remove used packing materials and empty boxes at the time of delivery/unpacking. If they are requested to return at a later date for empty boxes, there will be an additional charge collected at the time of pick up.
8. Third party services can be arranged by Corrigan on a COD basis if not covered by your company.
9. Depending on your destination country importation of wine or liquor could be restricted or prohibited. Duties and taxes may be at your expense. If you plan to ship wine or liquor please advise your coordinator. This includes return shipments. If you take wine with you in your original shipment the next country that you relocate to may not allow it. **WE STRONGLY URGE YOU NOT TO TRANSPORT ANY KIND OF FOOD OR ALCOHOL.**
10. Firearms are prohibited in most countries or need special customs authorizations. If you plan to ship a firearm please advise your coordinator.
11. A photocopy of your government issued picture ID are required by the airlines for ALL air shipments. Please give the copies to the packing crew along with a completed "Shippers Security Endorsement".

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Signature

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Date