

Statement of Customer Responsibilities

- Alaska Terminals, Inc. recommends that you do not include any items of significant sentimental or cash value in your shipment (i.e. jewelry, monies in any form, titles, deeds, tax and similar documents, collections, etc.). If you choose to ship these items against our recommendation, you are responsible for notify us of the items in the shipment. In the event of a loss, you are responsible to prove the items were in your shipment in order for us to attempt recovery.
- All live ammunition, re-loading supplies, flammable items (aerosol cans, propane tanks), cleaning supplies and liquids must be transported by you. **DO NOT PACK THESE ITEMS IN YOUR BOXES.**
- All items not to be packed / moved must be segregated and clearly marked prior to our crew's arrival at your residence. It is your responsibility to notify the packers of these items and make sure the goods are not packed and shipped.
- It is your responsibility to remove all goods to be shipped from the attic or crawl space prior to the crew's arrival at your residence.
- You or a designated representative must be present during completion of the inventory and for sign-off on all paperwork.
- You must remove all permanent fixtures to be shipped (wall hangings, chandeliers, etc.) prior to the crew's arrival, unless a 3rd party has been authorized and set up to perform this service.
- You must disassemble and reassemble any particleboard furniture due to the construction method and fragile nature.
- You must prepare computers and electronics for shipping (i.e. removing CD's / DVD from player, backing up hard drive).
- It is your responsibility to drain vehicles (ATV, snowmachine, boat or motorcycle) of gas and oil prior to shipping. Any gas cans must be rinsed with water prior to shipping to remove fumes.
- Alaska Terminals, Inc. will not accept any perishable items** (See Items Not Authorized to be shipped).
- It is your responsibility to notate on your inventories and notify your coordinator of any damage or missing items discovered on delivery.

I have discussed with the Atlas agency the above terms and statements. I understand and agree to prepare my shipment as required by these terms. I understand my responsibilities and each of the statements listed above.

X _____ / _____/200_____
Shipper

X _____ / _____/200_____
Alaska Terminals, Inc. employee