

Letter of Instruction



Our Reference		Name	
Delivery Address			
Phone Number(s)			
E-mail Address			

Please tick one of the following boxes

- Please deliver my shipment as soon as possible _____
- Please store my shipment at your facility. I will contact you when ready to accept delivery. Storage and Storage Handling costs to be billed to me at the prices detailed in your arrival notification.

The Law in New Zealand is such that we are required to offer you transport and or storage at either 'Limited Carriers Liability' or 'Owners Risk'. If you have not taken insurance covering the transit to NZ with the company who packed and shipped your effects, due to your goods having been packed overseas and then moved by sea or air internationally to New Zealand, we have no control over the packing standards and any consequential damage.

If you require Storage

Had you taken Marine Transit Insurance with the company who packed your goods we strongly advise that you contact them to arrange an extension of this policy to cover your goods whilst in our facility, as failure to do so may invalidate the policy.

Alternatively we can offer you 'Loss Only' insurance which covers Loss due to Accidental loss, physical damage or destruction of The Property Insured as a direct result of fire, flood and burglary following violent and forcible means (or threat thereof) of the Property Insured from The Moving Companies professional storage facilities. It does not cover breakages, chipping, denting, scratching or the like.

- Please arrange Loss Only insurance for me based on a value of NZD\$ _____ at a premium of 0.1% of the declared value plus GST, per week.

I understand that my goods if I have not taken Marine Transit Insurance with the company who packed my goods or The Moving Company 'Loss Only' cover then my goods are being moved/stored at Owner's Risk with no recourse or liability on The Moving Company (NZ) Ltd. (By signing this form you will not prejudice the policy for insurance that you already have)

All services are carried out subject to the Terms and Conditions of The Moving Company (NZ) Limited which are available on request or can be found on our website.

Name Signature Date / /

For Approved and authorised charges please charge my credit/debit card:

- Visa MasterCard

Card Number Exp Date

Cardholder Name Code (CSV)

Signature Date / /

*Please note that payment via credit / debit card attracts a 2% service fee and will be added to your transaction

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In order to assist us with the planning and delivery of your shipment would you please be so kind as to complete the following check list...

	YES	NO
1. Is your delivery address on a busy/main road?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does your driveway slope up or down?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is your driveway a right of way or shared with other houses?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your driveway have any bends in it?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does your driveway have any overhanging power lines or trees?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do the eaves of your home overhang the driveway?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is your driveway cobblestoned?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is there parking space for a truck or container on the road at your home?	<input type="checkbox"/>	<input type="checkbox"/>
9. What is the approximate distance from the road to the entrance to your home?	_____	
10. How many levels in your home?	_____	

If you answered "YES" to any of the previous questions please expand and provide below more details if possible, i.e. approx lengths, distance, heights etc.

Any other relevant information not covered by the above questions would also be appreciated.
