

Import Letter of Instruction



Our Reference

Name

Delivery Address

Postcode

Phone Number(s)

Mobile

Home

Work

E-mail Address

Please tick one of the following boxes

- Please deliver my shipment as soon as possible to the address detailed above.
- 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.
- I will collect my packages from your warehouse.

As we were not responsible for the packing and transportation of your effects and cannot be aware of any damage that may have occurred during packing or transit, we will only carry and store your goods at owner's risk. We recommend that you ensure that your goods are fully insured. If you require storage, please ensure that you extend your transit policy to cover the storage period. Please note that you or a representative will need to be present to sign for the delivery.

In order to assist us with the planning and delivery of your shipment would you please 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. Is your delivery to an apartment - please provide access details?		
<input type="text"/>		
10. How many levels in your home?		
11. Approximately how many steps to your residence if a path from the road _____	<input type="checkbox"/> up hill	<input type="checkbox"/> down hill
12. If storage is required, do you require any packages for easy access? Please list package numbers here:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>		

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 Limited. (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 which are available on request or can be found on our website.

Name

Signature

Date

Delivery can only be effected upon receipt of any charges due.

For payment of your Quarantine, Fumigation or Treatment (if applicable), Storage or store handling (if applicable) and any other authorised charges, we will forward you an invoice with our direct credit details. If you would prefer to pay these by credit card, please visit www.themovingcompany.co.nz/payment-form.