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CLAIMS SERVICES DOCUMENTATION BOOKLET

ABOUT

Proper documentation plays a crucial role in delivering a superior Client Experience. The following booklet contains all the essential paperwork for long-distance Private Client and Federal Government moves, as well as best practices on completing each document.



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INTRODUCTION

CLICK EACH BOX TO WATCH THE VIDEOS BELOW:

Back to Basics: Claims Prevention

*Jennifer Novak
Bilingual Claims Services
Manager*

Claims Documentation Webinar

*Jennifer Novak
Bilingual Claims Services
Manager*

Government and Avail Processes

*Jodi Walsh, Team Lead,
Government & Corporate
Services*



NEED TO REACH THE CLAIMS SERVICES TEAM? DIRECT YOUR CUSTOMERS TO:

Email: cs@atlasvanlines.ca

Call: 1-800-713-4432

Please ensure that customers are directed to Claims Services for all claims information.

PURCHASE THESE DOCUMENTS AND MORE THROUGH THE ATLAS SHOPPING CART PROGRAM.

Visit page 5 for detailed instructions on how to access the Shopping Cart Program.

Contact the Procurement Department for questions: 1-800-968-3171



IMPORTANT REMINDERS:

- All documents must be completed accordingly to the shippers information example REG#, date, names etc.
- Do not create your own copies of these documents as they may be outdated. The Procurement Department will always have the most current version.
- Please ensure that customers are directed to the Claims Services team for all claim information.
- Refrain from sending your own instructions or claim form to the customer as you may not have current information on file.

SHOPPING CART PROGRAM

FOLLOW THE STEPS BELOW TO PURCHASE DOCUMENTS & MORE:

STEP 1:

To get setup for the shopping cart, go to: www.atlascanada.com.

STEP 2:

Click on the Services button.

Use your IVAN username and password to login.



STEP 3:

Look for the Shopping Cart on the left hand navigation.

Click on Supplies Request.



STEP 4:

Create an account by clicking the Sign-Up button.

Fill out the form as requested.

Use your IVAN username and password credentials.

New User?

Please click on the sign-up button below to register.

sign-up

STEP 5:

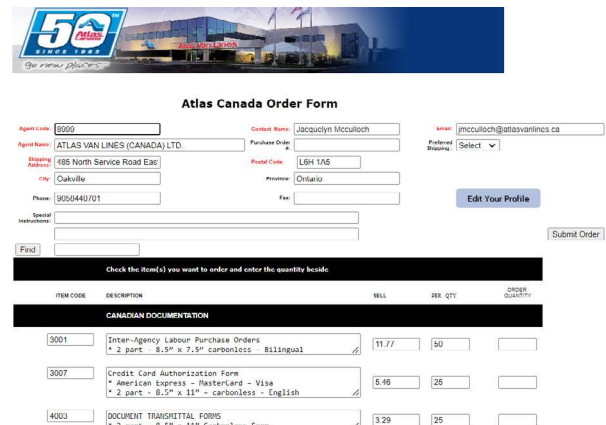
You will now be able to login and order supplies.

Atlas Canada Supplies Request

Username:
Password:

Existing users: You must now use your IVAN password to login to your account.

Login



ITEM CODE	DESCRIPTION	UNIT	PER QTY	ORDER QUANTITY
3001	Inter-Agency Labour Purchase Orders * 2 part - 8.5" x 7.5" carbonless - Bilingual		11.77	50
3007	Credit Card Authorization Form * American express - MasterCard - Visa * 2 part - 8.5" x 11" - carbonless - English		5.46	25
4003	DOCUMENT TRANSMITTAL FORM * 2 part - 8.5" x 11" Carbonless Form		3.29	25



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WHEN TO SCAN YOUR DOCUMENTS

DOCUMENTS TO BE SCANNED WITHIN 10 DAYS OF LOADING:

- Electronic Survey and related survey information
- Mandatory Acknowledgment Receipt for Pre-Move Information Booklet (Government)
- Confirmation Letter – With an acknowledged receipt from the customer
- Quality Assurance Certificate
- Pack/Unpack Services Report (Private Client, Corporate, Government)
- Damage/Loss Packed Items Report
- Third Party Invoices
- Final Estimate

SCANNING TIPS:

- Detach the top or bottom section indicated on document prior to scanning
- Properly index the document type
- Ensure all scanned documents are legible
- Ensure all scanned documents are in the correct direction prior to scanning
- Inventories must be numbered (page X of X) and in numerical order

DOCUMENTS TO BE SCANNED WITHIN 10 DAYS OF DELIVERY:

- Scale Tickets
- Bill of Lading
- Pack/Unpack Report – When completed by PVO
- Inventories
- Inventory of Items of High Value (Private Client, Corporate, Government)
- Mandatory Inventory Check-Off Sheet (BINGO)
- Additional Services Performed Report
- Recreational Vehicle Condition Report
- Recreational Vehicle Rider to Inventory
- Rider to Inventory
- Incident Report as Required

SET UP CARTONS

- Set-Up Cartons are an **Essential Service** and mandatory on all moves.
- It must be listed as the first or last item on the **Inventories** so it can easily be found.
- Penalties are applicable to those who do not perform this **Essential Service** properly.

Set-Up Carton Labels



Side Carton Labels

NAME/NOM _____	
REG # / # D'ENREG: _____	
CONTENTS/CONTENUS: _____	
PACKED BY/EMBALLÉ PAR: _____	
PLACE THIS CARTON IN ROOM MARKED / PLACEZ CETTE BOÎTE DANS LA PIÈCE INDICUÉE	
<input type="checkbox"/> Living Room / Salon	<input type="checkbox"/> Bathroom 2 / Salle de bains 2
<input type="checkbox"/> Dining Room / Salle à manger	<input type="checkbox"/> Hall / Couloir / Passage
<input type="checkbox"/> Kitchen / Cuisine	<input type="checkbox"/> Family / Rec. Room / Salle de séjour
<input type="checkbox"/> Master Bedroom / Chambre des maîtres	<input type="checkbox"/> Office / Bureau
<input type="checkbox"/> Bedroom 2 / Chambre à coucher 2	<input type="checkbox"/> Laundry Room / Chambre de lessive
<input type="checkbox"/> Bedroom 3 / Chambre à coucher 3	<input type="checkbox"/> Basement / Sous-sol
<input type="checkbox"/> Bedroom 4 / Chambre à coucher 4	<input checked="" type="checkbox"/> Garage / Garage
<input type="checkbox"/> Bathroom 1 / Salle de bains 1	<input type="checkbox"/> Other / Autre
<div style="border: 1px solid black; padding: 5px; text-align: center;"> PLACE INVENTORY TAG HERE / PLACEZ L'ÉTIQUETTE D'INVENTAIRE ICI </div>	
IF FOUND-CALL / SI TROUVÉ-APPELER 1-800-713-4432	

PURCHASE ALL SIDE LABELS AND MORE THROUGH THE ATLAS SHOPPING CART PROGRAM.

Visit the page 5 for detailed instructions on how to access the Shopping Cart Program.

Contact the Procurement Department for questions: 1-800-968-3171

SIDE CARTON LABELS

- Side Carton Labels are an **Essential Service** and mandatory on all moves.
- To be used on all cartons, both agent-packed and owner-packed.
- Helps with locating missing cartons as it contains all the appropriate information.
- Penalties are applicable to those who do not perform this **Essential Service** properly.

TV CARTONS/MATTRESS BAGS

- TV Cartons and new 5mm Mattress Bags are **Essential Services** and mandatory on all moves.
- The customer must sign a waiver if they choose to decline the use of TV Cartons.
- Penalties are applicable to those who do not perform these **Essential Services** properly.





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CONFIRMATION LETTER

- The Confirmation Letter is an **Essential Service** and mandatory on all moves.
- The following Confirmation Letter Template is to be used for all Private Client moves.

TO OBTAIN A DIGITAL COPY [CLICK HERE](#) PLEASE CONTACT THE MARKETING
DEPARTMENT:

can-mktg@atlasvanlines.ca



Confirmation Letter

Origin and Destination Information		
Customer Name: _____		
Registration Number: _____		
Origin Agent: _____	Destination Agent: _____	
Email: _____	Phone Number: _____	
Loading Address:		
Address: _____	City/Province: _____	Postal Code: _____
Destination Address:		
Address: _____	City/Province: _____	Postal Code: _____

Re: Confirmation of Move Booked With
_____/ Atlas Van Lines
Date: _____

Thank you for choosing _____ to handle your upcoming move.
The following is a summary of your move details including important dates, services selected and specific requirements discussed. Please carefully review the information to verify its accuracy. Please contact your moving consultant immediately to advise of any changes.

Scheduling:


It is highly recommended the owner of the household goods is available on the day of loading. By doing so, you have the opportunity to provide any special instructions that you had not previously provided to us and direct the crew(s) throughout each process. This also allows you to review all move related documentation as it is being prepared prior to signing. Before the crew leaves, it is important you verify all services pertaining to the crew have been performed to your satisfaction and the residence/property is in the same condition as prior to their arrival.



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QUALITY ASSURANCE CERTIFICATE

- The QAC is an **Essential Service** and mandatory on all moves.
- Customer must be taken through this document and clearly explained each element prior to signing.
- Penalties are applicable to those who do not perform this **Essential Service** properly.



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Quality Assurance Certificate

Atlas Canada and its network of full service moving company agents believe that strong communication is an essential element to the success of any relocation. Your moving consultant will clearly explain each aspect of the relocation to you and to ensure your satisfaction, we will put everything in writing. This certificate and the signature contained is your "GUARANTEE" of our commitment.

☒ **ESTIMATE:** The method by which the estimated cost has been calculated and outlined on the proposal.

☒ **MOVING PROCESS:** The responsibilities of all Atlas personnel during your move: Origin Agent, Professional Van Operator & Crew, and the Destination Agent.

☒ **TIME TRANSIT SCHEDULE:** The method by which the schedule of service dates is determined. Once this schedule has been set, you will receive written confirmation.

☒ **VAN OPERATOR COMMUNICATION:** An explanation of when you can expect to hear from your van operator while he/she is in transit. Customer is to receive confirmation from our Professional Van Operator a minimum of 24-48 hours before delivery.

☒ **INVENTORY PROCESS:** The method by which your possessions will be recorded at origin, (noting condition where applicable), and, the process by which a check-off sheet will be used to confirm delivery of goods, (noting condition where applicable), at destination.

☒ **PACKING:** The method by which we will professionally pack and wrap your personal and household effects. Note: Damage to the contents of a non-carrier packed carton will not be covered by the carrier unless there is external damage to the carton noted at the time of delivery. ☒ Full Pack ☒ Partial Pack ☒ Owner Pack

☒ **ORIGIN & DESTINATION ACCESS:** Determination of the accessibility of the long distance unit, (tractor & trailer), at both origin and destination addresses. An explanation of additional shuttle charges as required, (Consult street view of address(es) as required).

☒ **UNPACKING:** The method by which carrier packed items will be removed from cartons and placed openly for inspection. Packing material and debris will be removed upon completion. Note: this service does not include the placement of articles in cupboards, shelves, closets, etc.
☒ Unpacking Requested by Customer ☒ Unpacking Not Requested by Customer

☒ **INADMISSIBLE ITEMS:** An explanation of what types of items cannot be shipped on the moving van as they are flammable, corrosive, explosive, perishable, or have an inherent vice.

☒ **TRANSIT PROTECTION:** The coverage options available as discussed:
☒ Released ☒ Replacement Value Protection ☒ Explanation to client of items that are Excluded from Coverage
☒ Transit Protection Certificate Received ☒ High Value Items Identified

☒ **PAYMENT:** Initial appropriate method of payment to be collected prior to delivery.
☒ COD - Certified cheque, cash, or money order, upon delivery ☒ VISA/MASTERCARD/AMEX
☒ Invoice employer (subject to credit approval and receipt of written authority)

☒ **CROSS BORDER:** Relocations to the United States require a completed 3299 form; proof of status, (work visa, US permanent resident card, or US citizenship), and a copy of your photo ID, (passport).

☒ **CONFIRMATION:** Details of your relocation will be confirmed in writing.

☒ **FOLLOW-UP QUESTIONNAIRE VIA EMAIL:** Customer advised that a follow-up questionnaire will be sent via email.

Thank you for this opportunity to discuss your upcoming relocation.
Your signature confirms that we have reviewed the above services as they related to your relocation.

Customer: _____ Date: _____

Moving Consultant: _____

Atlas Canada - 485 North Service Road East, Oakville, ON L6H 1A5 www.atlasvanlines.ca

Form 2013 Copy 1 to Customer Copy 2 to Booking Agent - Scan to Atlas prior to loading Rev. 04/21





INVENTORIES

PROPER INVENTORIES EXAMPLE

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HIGH VALUE INVENTORIES

- Any unusual, rare collectible items, in excess of \$5,000 must be listed on this document.
- Written appraisals must be included along with this completed document.
- If the customer does not have any high value items, please write "N/A" on this document with the customer's signature.



485 North Service Road East
Box 970, Lakeshore West PO
Oakville, Ontario L6K 0C1
Tel. (905) 844-0701

Inventory of High Value Items

If you elect to purchase **cargo protection** for your household items during transit with Atlas Van Lines (Canada) Ltd., single, unusual, rare collectible items, or having a value in excess of \$5,000.00 must be listed on this schedule. The value of these items shall be added to the declared value of the shipment and identified separately on the Bill of Lading.

Value must be confirmed by written appraisal and the completed statement with appraisals delivered to the carrier before packing date. Any claim for loss or damage must be supported by proof of value and **the settlement will be based upon the Bill of Lading terms and conditions, the tariff in effect and the valuation declared.**

I understand that the following items will not be accepted by Atlas Van Lines for transport (due to their value which is excluded from coverage and/or difficulty in replacing them). I acknowledge that I should transport these items personally or make other arrangements.

- Jewellery, coins, currency, stamps, or any other negotiable paper (stock certificates, bonds, notes, etc.)
- Important papers (deeds, titles, bank books, tax and similar documents)
- Precious metals, precious or semi-precious stones or gems, gold, silver

DESCRIPTION OF HIGH VALUE ITEMS	VALUE	DESCRIPTION OF HIGH VALUE ITEMS	VALUE
Antiques, Oriental Rugs, Tapestries		Glass, China, Crystal, Silverware	
Clothing (Furs, Shoes, etc.)		Hobbies/Rare Collectible Items	
Art Objects (Paintings, Sculptures, Figurines)		Books, Musical Instruments	
Professional Equipment (Photography, Sound Equipment, Tools)		Computer/Software	
Other		Other	

Carrier hereby acknowledges receipt of completed document with ☐ or without ☐ appraisals attached.

Customer Name:		Registration Number:	
Customer Signature:		Date:	
Agent:		Agency Code:	
		Agent Signature:	

Part 1 - Atlas Copy

Part 2 - Customer Copy

Part 3 - Agent Copy

FORM 5255 REV 06/22





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BILL OF LADING

- Verify the customer has signed the document in all the appropriate locations.
- Signature must be included in the appropriate valuation box selected.
- If the shipment went into storage, indicate clearly the agent # and complete the bottom left section.
- This document is always referred to when resolving claims and is essential for liability purposes.

Atlas Canada 485 North Service Road East Box 970, Lakeshore West PO Oakville, Ontario L6K 0C1		UNIFORM HOUSEHOLD GOODS BILL OF LADING - NOT NEGOTIABLE SUBJECT TO THE FOLLOWING CONDITIONS AND THOSE ON THE REVERSE THEREOF		REGISTRATION NO. [REDACTED]	
<p>1. RULES, REGULATIONS, RATES AND CHARGES IN EFFECT ON DAY OF LOADING SHALL GOVERN THIS SHIPMENT. ALL CHARGES WILL BE AUDITED, AND IF NECESSARY CORRECTED BY REFUND, OR ADDITIONAL BILLING.</p> <p>2. THE UNIFORM CONDITIONS OF CARRIAGE AS WRITTEN, PRINTED, STAMPED OR TYPED ON THE FRONT OR BACK OF THIS FORM APPLY AND ARE AGREED TO BY BOTH PARTIES. IN EVENT OF ANY VARIATION BETWEEN THE PROVISIONS OF THE ORDER FOR SERVICE AND THE PROVISIONS HEREOF, THESE OF THE BILL OF LADING SHALL PREVAIL.</p> <p>3. DECLARATION OF VALUE OPTION A: RELEASED - CONSIGNOR HEREBY RELEASES THE SHIPMENT AT ATLAS LEGAL LIABILITY OF \$ [REDACTED] PER POUND PER ARTICLE</p> <p>OPTION B: FULL VALUE PROTECTION - CONSIGNOR ELECTS TO DECLARE, AT ADDITIONAL COSTS, FULL VALUE PROTECTION WHICH MUST NOT BE LESS THAN \$ [REDACTED] PER POUND COMPUTED ON THE TOTAL WEIGHT OF THE SHIPMENT, WHICHEVER IS GREATER.</p> <p>HOUSEHOLD GOODS \$ [REDACTED] X</p> <p>AUTO/REC. VEHICLE \$ [REDACTED] X</p> <p>EXTRAORDINARY ITEMS \$ [REDACTED] X</p> <p>CONSIGNOR OR REPRESENTATIVE SIGNATURE [REDACTED]</p> <p>4. UNLESS PAYMENT HAS BEEN OTHERWISE ARRANGED, THE CARRIER WILL NOT RELINQUISH POSSESSION OF THE SHIPMENT UNTIL ALL CHARGES ARE PAID IN CASH, CREDIT CARD, MONEY ORDER OR CERTIFIED CHECK AND PROVIDING THE SHIPPER HAS BEEN ADVISED AT ORIGIN OF ACTUAL COSTS IN EXCESS OF 10% OF ESTIMATED COSTS, REFER TO RULE 14 ON THE CONDITIONS OF CARRIAGE.</p> <p>5. SHIPPER REMAINS JOINTLY AND SEVERALLY LIABLE FOR ALL CHARGES, INTEREST ON OVERDUE ACCOUNTS IF PAYABLE AT 15% (ONE AND ONE-HALF PERCENT) PER MONTH (18% PER ANNUM COMPOUNDED ANNUALLY) FROM THE DATE OF THE INVOICE.</p> <p>6. IF SHIPMENT CONTAINS ANY DOCUMENTS SPECIFIC OR ARTICLES OF EXTRAORDINARY VALUE, SHIPPER MUST LIST THEM ON AN ATTACHMENT HERETO.</p> <p>7. I WARRANT THAT THIS SHIPMENT OF GOODS DOES NOT CONTAIN ANY DANGEROUS SUBSTANCES AS DEFINED UNDER THE TRANSPORTATION OF DANGEROUS GOODS ACT OF CANADA OR ANY PROVINCE OR TERRITORY EXCEPT SUCH GOODS AS ARE DECLARED EXEMPT BY EACH APPLICABLE ACT AND REGULATIONS THEREUNDER. I ALSO WARRANT THAT ALL SUCH GOODS ARE OR WILL BE IN CARTONS MARKED "CONSUMER PRODUCTS-DANGEROUS GOODS EXEMPT AND SHOWN AS SUCH ON THE INVENTORY.</p> <p>8. SHIPPER'S DECLARATION: I AM THE LEGAL OWNER OF THE FURNITURE AND EFFECTS REFERRED TO, OR HEREFOR AUTHORIZED AGENT. I UNDERSTAND THE CARRIER'S LIABILITY IS LIMITED BY A TERM OR CONDITION OF CARRIAGE CONTAINED IN THE AGREEMENT. I AGREE TO THE FOREGOING CONTRACT, TERMS AND CONDITIONS AND MAKE THE DECLARATION OF VALUE SET FORTH IN CONDITION 3.</p> <p>SHIPPER OR HIS AGENT X</p> <p>PROFESSIONAL VAN OPERATOR</p> <p>RECEIPT OF GOODS [REDACTED] AGENT CODE [REDACTED] ID # [REDACTED]</p> <p>SHIPPER EMAIL: [REDACTED]</p>					
<p>BILL OF LADING EXT. BY AGENT DATE: [REDACTED] TOTAL CHARGES GIVEN TO: [REDACTED] CONSIGNOR AT ORIGIN [REDACTED] ORIGIN AGENT BY: [REDACTED] DATE: [REDACTED]</p> <p>ESTIMATED WEIGHT [REDACTED] WEIGHT OF SHIPMENT (LBS.) [REDACTED] GROSS [REDACTED] SCALE OWNER [REDACTED] R/W GROSS [REDACTED] OF GROSS [REDACTED]</p> <p>ESTIMATED CHARGES [REDACTED] TARE [REDACTED] SCALE OWNER [REDACTED] R/W TARE [REDACTED] OF TARE [REDACTED]</p> <p>ESTIMATE CODE [REDACTED] NET [REDACTED] KG X 2.2046 = LBS. [REDACTED] R/W NET [REDACTED] OF NET [REDACTED]</p> <p>ORIGIN CONSIGNOR - SHIP FROM [REDACTED] DESTINATION CONSIGNEE - TRANSPORT AND DELIVER TO [REDACTED]</p> <p>NAME [REDACTED] TEL. NO. [REDACTED] NAME [REDACTED] TEL. NO. [REDACTED]</p> <p>STREET [REDACTED] STREET [REDACTED]</p> <p>CITY/PROV./PC [REDACTED] CITY/PROV./PC [REDACTED]</p> <p>EXTRA PUJ [REDACTED] EXTRA DELIVERY [REDACTED]</p> <p>SPECIAL INSTRUCTIONS [REDACTED]</p>					
<p>BOOKING AGENT [REDACTED] ORIGIN AGENT [REDACTED] DESTINATION AGENT [REDACTED]</p> <p>TELEPHONE [REDACTED] TELEPHONE [REDACTED] TELEPHONE [REDACTED]</p> <p>DATES TO PACK [REDACTED] LOAD DATES [REDACTED] AGREED DELIVERY PERIOD [REDACTED] CUSTOMER - PLEASE CONTACT THE DESTINATION AGENT UPON YOUR ARRIVAL AT DESTINATION [REDACTED]</p> <p>AFTER LOADING PHONE: [REDACTED] FROM: [REDACTED] TO: [REDACTED] PER CWT PER 100 LBS. [REDACTED] \$ [REDACTED]</p> <p>TRANSPORTATION [REDACTED] MILES [REDACTED] LBS. AS [REDACTED] LBS. AT \$ [REDACTED] LHD [REDACTED] % [REDACTED]</p> <p>TARIFF [REDACTED] SECTION [REDACTED]</p> <p>DRIVER INSTRUCTIONS: [REDACTED] ADDITIONAL TRANSPORTATION AND OTHER CHARGES [REDACTED] AGENT NO. [REDACTED]</p> <p>1. [REDACTED]</p> <p>2. [REDACTED]</p> <p>3. [REDACTED]</p> <p>4. [REDACTED]</p> <p>5. [REDACTED]</p> <p>6. [REDACTED]</p> <p>7. [REDACTED]</p> <p>8. [REDACTED]</p> <p>9. [REDACTED]</p> <p>ACCOUNT NAME / NO. [REDACTED] P.O. NO. [REDACTED]</p> <p>INVOICE TO BE ISSUED BY: [REDACTED] AGENT, OR [REDACTED] A.V.L. [REDACTED]</p> <p>VAULT NUMBER [REDACTED] ORIGIN [REDACTED] SEAL NUMBER [REDACTED] DESTINATION [REDACTED] LOADED BY [REDACTED]</p> <p>UNLOADED BY [REDACTED]</p> <p>STORAGE IN TRANSIT [REDACTED] WEIGHT [REDACTED] RATE [REDACTED] AGENT NO. [REDACTED] TOTAL [REDACTED] VALUATION (ITEM 3) [REDACTED] @ [REDACTED] PER \$100.00 [REDACTED]</p> <p>S.I.T. HANDLING [REDACTED]</p> <p>S.I.T. STORAGE MONTHS [REDACTED]</p> <p>S.I.T. PICK-UP OR DELIVERY [REDACTED]</p> <p>CONTAINER S.I.T. VALUATION [REDACTED]</p> <p>A/P: [REDACTED] SUB-TOTAL [REDACTED]</p> <p>INVENTORY TAG COLOUR [REDACTED] INVENTORY TAG LOT NUMBER [REDACTED] TAG #S USED: FROM [REDACTED] TO: [REDACTED]</p> <p>AGENT NO. [REDACTED] DRIVER NAME [REDACTED] ID # [REDACTED] FROM [REDACTED] FROM DATE [REDACTED] TO [REDACTED] TO DATE [REDACTED] MILES [REDACTED] W/L-S/O-G11 [REDACTED] WISE AGENT NO. [REDACTED] CHARGES [REDACTED]</p> <p>G.S.T./H.S.T. [REDACTED]</p> <p>P.S.T. [REDACTED]</p> <p>TOTAL CHARGES (G.S.T.) [REDACTED]</p> <p>LESS DEPOSIT RECEIVED [REDACTED]</p> <p>C/OA AUTH # [REDACTED] D/OA AUTH # [REDACTED] D/OA AUTH # [REDACTED] DDR [REDACTED] SIT [REDACTED] SIV [REDACTED]</p> <p>ORIGIN/DEST'N S.I.T. DATE [REDACTED] AGENT NO. [REDACTED]</p> <p>CITY [REDACTED] AGENT [REDACTED]</p> <p>SIGNATURE [REDACTED]</p> <p>CONSIGNEE'S RECEIPT SERVICES ORDERED WERE PERFORMED AND SHIPMENT WAS RECEIVED IN GOOD CONDITION EXCEPT AS NOTED ON INVENTORY. SIGNATURE OF THE CONSIGNEE FOR RECEIPT OF GOODS SHALL NOT PRECLUDE FUTURE CLAIM FOR LOSS OR DAMAGE MADE WITHIN THE TIME LIMIT AS PRESCRIBED BY RULE 12 ON THE REVERSE HEREOF.</p> <p>CONSIGNEE OR REPRESENTATIVE X [REDACTED] DATE OF DELIVERY [REDACTED]</p> <p>C.O.D. [REDACTED] INVOICE [REDACTED] PREPAID [REDACTED]</p> <p>VISA [REDACTED] AUTH # [REDACTED]</p> <p>M/C [REDACTED]</p> <p>AMEX [REDACTED]</p> <p>AMOUNT [REDACTED] BY: NAME [REDACTED] AGENT NO. [REDACTED] DATE [REDACTED]</p> <p>DEPOSIT RECEIVED [REDACTED]</p> <p>REC'D ON DELIVERY [REDACTED]</p> <p>BALANCE DUE [REDACTED]</p>					
<p>1. ORIGIN - RECEIPT FOR GOODS - TO BE SIGNED BY CUSTOMER AND DRIVER AND GIVEN TO CUSTOMER PRIOR TO LOADING</p> <p>FORM 02029 0209 G.S.T. R100329366</p>					

CONDITIONS OF CARRIAGE

- When printing the Bill of Lading on AtlasNet, ensure the customer is receiving the Conditions of Carriage found on page 2 of the Bill of Lading.
- A signed copy of both the Bill of Lading and Conditions of Carriage must be scanned into RVI.

CONDITIONS OF CARRIAGE	
1. Liability of the Carrier	6. Delay
The carrier of the goods herein described is liable for any loss of or damage to goods accepted by him or his agent, except as herein provided.	(a) At the time of acceptance of the contract, the original contracting carrier shall provide the consignee with a date or time period within which delivery is to be made. Failure by the carrier to effect delivery within the time specified on the face of the bill of lading shall render him liable for reasonable loss and lodging expenses incurred by the consignee.
2. Liability of Originating and Delivering Carriers	(b) Failure by the consignee to accept delivery when tendered within the time specified on the bill of lading shall render him liable for reasonable storage in transit, handling and redelivery charges incurred by the carrier.
Where a shipment is accepted for carriage by more than one carrier, the original contracting carrier and the carrier who assumes responsibility for the delivery to the consignee (herein after called the delivering carrier), in addition to any other liability hereunder, are liable jointly and severally for any loss of or damage to the goods while they are in the custody of any other carrier to whom the goods are or have been delivered and from which liability the other carrier is not relieved.	7. Routing by the Carrier
3. Recovering from Connecting Carrier	In the case of physical necessity where the carrier forwards the goods by a conveyance that is not a licensed for-hire vehicle, the liability of the carrier is the same as though the entire carriage were by licensed for-hire vehicle.
The original contracting carrier or the delivering carrier, as the case may be, is entitled to recover from any other carrier to whom the goods are or have been delivered the amount of loss or damage that the original contracting carrier or delivering carrier, as the case may be, may be required to pay hereunder resulting from any loss of or damage to the goods while in the custody of such other carrier.	8. Stoppage in Transit
4. Kennedy by Consignor or Consignee	Where goods are stopped or held in transit at the request of the party entitled to so request, the goods are held at the risk of that party.
Nothing in article 2 or 3 deprives a consignor or consignee of any rights he may have against any carrier.	9. Valuation
5. Exceptions from Liability	Subject to article 10, the amount of any loss or damage for which the carrier shall be liable whether or not the loss or damage results from negligence of the carrier or its employees or agents, shall be computed on the basis of the value of the lost or damaged article or articles at the time and place of shipment.
The carrier shall not be liable for:	10. Maximum Liability
(a) Loss, damage, or delay to any of the goods described in the contract of carriage caused by an act of God, the Queen's or public enemies, riots, strikes, a defect in the goods, an act or default of the consignor, owner or consignee, authority of law or quarantine.	(a) The amount of any loss or damage computed under article 9 shall not exceed the greater of:
(b) Other than because of his, his agent's or employee's negligence:	(i) The value declared by the consignor, or
(1) Damage to fragile articles that are not packed and unpacked by the contracting carrier, his agent or employee(s).	(ii) \$8.82 per kilogram computed on the total weight of the shipment.
(2) Damage to the mechanical, electronic, or other operations of radios, photographs, clocks, appliances, musical instruments and other equipment, irrespective of who packed or unpacked such articles, unless servicing and preparation was performed by the contracting carrier, his agent or employee(s).	Provided that, where the consignor releases the shipment to a value of \$1.52 per kilogram per article or less in writing, the amount of any loss or damage computed under article 9 shall not exceed such lower amount.
(3) Deterioration of or damage to perishable food, plants, or pets.	(b) Where clause (i) or (ii) applies, additional charges to cover the additional coverage of \$1.32 per kilogram per article shall be paid by the consignor.
(4) Loss of contents of consignor-packed articles, unless the containers used are opened for the carrier's inspection and articles are filed on the bill of lading and receipted for by the carrier.	11. Consignor's Risk
Burden of proving absence of such negligence shall be on the carrier.	When it is agreed that the goods are carried at the risk of the consignor of the goods, such agreement covers only such risks as are necessarily incidental to transportation and the agreement shall not relieve the carrier from liability for any loss or damage or delay which may result from any negligent act or omission of the carrier, his agents or employees and the burden of proving absence of negligence shall be on the carrier.
(c) Damage to or loss of a complete set or unit when only part of such set is damaged or lost, in which event the carrier shall only be liable for repair or recovering of the lost or damaged piece or pieces.	12. Notice of Claim
(d) Damage to the goods at place or places of pick-up at which the consignor or his agent is not in attendance.	(a) No carrier is liable for loss, damage or delay due to any goods carried under the bill of lading unless notice thereof setting out particulars of the origin, destination, and date of shipment of the goods and the estimated amount claimed in respect of such loss, damage, or delay is given in writing to the original contracting carrier or the delivering carrier within sixty (60) days after delivery of the goods, or, in case of failure to make delivery, within nine (9) months from the date of shipment.
(e) Damage to the goods at place or places of delivery at which the consignee or his agent is not in attendance and cannot give receipt for goods delivered.	(b) The final statement of the claim must be filed within (3) months from the date of shipment.
(c) Either the original contracting carrier or the delivering carrier, as the case may be, shall acknowledge receipt of claim within thirty (30) days of receipt of the claimant.	13. Articles of Extraordinary Value
14. Freight Charges	No carrier is bound to carry any documents, specie or any articles of extraordinary value unless by a special agreement to do so. If such goods are carried without a special agreement and the nature of the goods is not disclosed on the face of the bill of lading the carrier shall not be liable for any loss or damage.
(a) If required by the carrier, the freight and all other lawful charges accruing on the goods shall be paid before delivery, provided that, where the total actual charges exceed by more than 10% of the total estimated charges, the consignee shall be allowed fifteen (15) days after the day on which the goods are delivered (excluding Saturdays, Sundays, and holidays) to pay the amount by which the total actual charges exceed 110% of the total estimated charges.	15. Dangerous Goods
(b) The fifteen-day extension provided in paragraph (a) does not apply where the carrier notifies the consignor of the total actual charges immediately after the goods are loaded, or, where the carrier receives a waiver of the extension provision signed by the consignor.	Every person, whether as principal or agent, shipping explosives or dangerous goods without previous full disclosure to the carrier as required by law, shall indemnify the carrier against all loss, damage, or delay caused thereby, and such goods may be warehoused at the consignor's risk and expense.
16. Undelivered Goods	(a) Where, through no fault of the carrier, the goods cannot be delivered, the carrier shall immediately give notice to the consignor and consignee that delivery has not been made and shall request disposal instructions.
(a) Pending receipt of such disposal instructions:	(i) The goods may be stored in the warehouse of the carrier, subject to a reasonable charge for storage.
(i) The goods may be stored in the warehouse of the carrier, subject to a reasonable charge for storage.	or
(ii) Provided that the carrier has notified the consignor of his intention, the goods may be removed to and stored in a public or licensed warehouse at the expense of the consignor, without liability on the part of the carrier, and subject to a lien for all freight and other lawful charges, including a reasonable charge for storage.	17. Alterations
18. Weights	Subject to article 13, any additional limitation on the carrier's liability on the bill of lading, and any alteration, or addition or erasure on the bill of lading shall be signed or initialed by the consignor or his agent and the original contracting carrier or his agent and unless so acknowledged shall be without effect.
It shall be the responsibility of the original contracting carrier or his agent to show the correct tare, gross and net weights on the bill of lading by use of a certified public scale and attach the weight scale ticket to his copy of the bill of lading. In cases where certified public scales are not available at origin or at any point within a radius of 59 kilometers thereof, a constructive weight based on 112 kilograms per cubic meter of properly loaded van space shall be used.	

SHIPPER'S DECLARATION: I UNDERSTAND THE CARRIER'S LIABILITY IS LIMITED BY THE TERMS IN THE CONDITIONS OF CARRIAGE CONTAINED IN THE AGREEMENT.
I AGREE TO THE FOREGOING CONTRACT, TERMS AND CONDITIONS

SHIPPER SIGNATURE

DATE

8999000123



- BINGO Sheets are mandatory on all shipments.
- Must be given to the customer at destination prior to unloading any items.
- If customer does not want to check-off the BINGO, you must indicate in writing that the “customer elects not to check-off shipment”. Both customer and PVO must sign.

17

BINGO

PROPER BINGO EXAMPLE



MANDATORY INVENTORY CHECK-OFF SHEET / LISTE OBLIGATOIRE DE VÉRIFICATION D'INVENTAIRE

DATE: Feb 26/23 CHECKED OFF BY / VÉRIFIÉ PAR : _____ CODE : _____
 CUSTOMER/CLIENT : Smith, Joan REGISTRATION NO. / N° D'ENREGISTREMENT : 8999 0001 23
 DELIVERING TO / LIVRAISON À : Calgary, AB
 TAG NUMBERS / NUMÉROS D'ÉTIQUETTE : 250 TO / À 254 TAG COLOUR / COULEUR D'ÉTIQUETTE : Green TAG SERIES CODE / CODE DE SÉRIE D'ÉTIQUETTE : 147699

001	026	051	076	101	126	151	176	201	226	251	276	301	326	351	376	401	426	451	476
002	027	052	077	102	127	152	177	202	227	252	277	302	327	352	377	402	427	452	477
003	028	053	078	103	128	153	178	203	228	253	278	303	328	353	378	403	428	453	478
004	029	054	079	104	129	154	179	204	229	254	279	304	329	354	379	404	429	454	479
005	030	055	080	105	130	155	180	205	230	255	280	305	330	355	380	405	430	455	480
006	031	056	081	106	131	156	181	206	231	256	281	306	331	356	381	406	431	456	481
007	032	057	082	107	132	157	182	207	232	257	282	307	332	357	382	407	432	457	482
008	033	058	083	108	133	158	183	208	233	258	283	308	333	358	383	408	433	458	483
009	034	059	084	109	134	159	184	209	234	259	284	309	334	359	384	409	434	459	484
010	035	060	085	110	135	160	185	210	235	260	285	310	335	360	385	410	435	460	485
011	036	061	086	111	136	161	186	211	236	261	286	311	336	361	386	411	436	461	486
012	037	062	087	112	137	162	187	212	237	262	287	312	337	362	387	412	437	462	487
013	038	063	088	113	138	163	188	213	238	263	288	313	338	363	388	413	438	463	488
014	039	064	089	114	139	164	189	214	239	264	289	314	339	364	389	414	439	464	489
015	040	065	090	115	140	165	190	215	240	265	290	315	340	365	390	415	440	465	490
016	041	066	091	116	141	166	191	216	241	266	291	316	341	366	391	416	441	466	491
017	042	067	092	117	142	167	192	217	242	267	292	317	342	367	392	417	442	467	492
018	043	068	093	118	143	168	193	218	243	268	293	318	343	368	393	418	443	468	493
019	044	069	094	119	144	169	194	219	244	269	294	319	344	369	394	419	444	469	494
020	045	070	095	120	145	170	195	220	245	270	295	320	345	370	395	420	445	470	495
021	046	071	096	121	146	171	196	221	246	271	296	321	346	371	396	421	446	471	496
022	047	072	097	122	147	172	197	222	247	272	297	322	347	372	397	422	447	472	497
023	048	073	098	123	148	173	198	223	248	273	298	323	348	373	398	423	448	473	498
024	049	074	099	124	149	174	199	224	249	274	299	324	349	374	399	424	449	474	499
025	050	075	100	125	150	175	200	225	250	275	300	325	350	375	400	425	450	475	500

EXCEPTIONS NOTED AT TIME OF DELIVERY / DOMMAGE NOTÉ AU MOMENT DE LA LIVRAISON

TAG NO. MISSING DESCRIPTION
N° D'ÉTIQUETTE DESCRIPTION DE L'ARTICLE MANQUANT

TAG NO. DAMAGE DESCRIPTION
N° D'ÉTIQUETTE DESCRIPTION DU DOMMAGE

250 Foot Board Cracked

THIS FORM IS AN AMENDMENT TO YOUR SHIPPING DOCUMENTS. THE INFORMATION RECORDED ON THIS DOCUMENT WILL BE USED IN THE EVENT A CLAIM IS FILED.
CE FORMULAIRE EST UNE MODIFICATION DE VOS DOCUMENTS D'EXPÉDITION. LES RENSEIGNEMENTS QUI FIGURENT DANS LE PRÉSENT FORMULAIRE SERONT UTILISÉS DANS L'ÉVENTUALITÉ D'UNE DEMANDE D'INDENNITÉ.

NOTE: I UNDERSTAND AND AGREE THAT I HAVE PERSONALLY CHECKED OFF ALL NUMBERS RELATING TO THE ITEMS ON MY INVENTORY OF ARTICLES SHIPPED AND THAT THESE HAVE ALL BEEN DELIVERED INTO MY POSSESSION UNLESS OTHERWISE NOTED. ANY DAMAGE/SHORTAGE MUST BE RECORDED ON THIS DOCUMENT AND ON THE INVENTORY OF ARTICLES SHIPPED FORM IN THE "DELIVERY EXCEPTIONS" COLUMN AND ACKNOWLEDGED BY THE DELIVERING VAN OPERATOR OR THE CARRIER CAN BE DISCHARGED FROM LIABILITY. CONTACT ATLAS CANADA AT 1-800-713-4432 IF YOU EXPERIENCE DAMAGE AND/OR LOSS. ALL ITEMS DISMANTLED BY CARRIER AT ORIGIN HAVE BEEN REASSEMBLED AT DELIVERY TO MY SATISFACTION.

NOTA: JE COMPRENDS ET J'ACCEPTÉ PAR LA PRÉSENTE AVOIR PERSONNELLEMENT COCHÉ TOUS LES NUMÉROS RELATIFS AUX ARTICLES SUR L'INVENTAIRE DES ARTICLES EXPÉDIÉS ET QUE CEUX-CI M'ONT ÉTÉ LIVRÉS, À MOINS DE MENTION CONTRAIRE À CET EFFET. TOUS LES ARTICLES MANQUANTS OU ENDOMMAGÉS DOIVENT ÊTRE CONSIGNÉS SUR CE DOCUMENT ET SUR LE FORMULAIRE D'INVENTAIRE DES ARTICLES EXPÉDIÉS À LA COLONNE DES "EXCEPTIONS À LA LIVRAISON" ET CELA DOIT ÊTRE ATTESTÉ PAR LE CAMIONNEUR FAISANT LA LIVRAISON, AUTREMENT LE TRANSPORTEUR POURRAIT ÊTRE DÉCHARGÉ DE SA RESPONSABILITÉ. VEUILLEZ COMMUNIQUER AVEC ATLAS CANADA, 1-800-713-4432 SI VOUS CONSTATEZ DES DOMMAGES ET/OU DES PERTES. TOUS LES ARTICLES DÉMONTÉS PAR LE TRANSPORTEUR À L'ORIGINE ONT ÉTÉ REMONTÉS À MA SATISFACTION AU MOMENT DE LA LIVRAISON.

CUSTOMER SIGNATURE: / SIGNATURE DU CLIENT: _____ DATE: Feb 26/23

EVERYTHING CHECKED OFF / LIVRAISON DE TOUS LES ARTICLES CONFIRMÉS / CUSTOMER TO INITIAL / CLIENT À ÉMARGER

CUSTOMER INITIAL: _____

THIS DOCUMENT HAS BEEN EXPLAINED AND PROVIDED FROM TO START OF UNLOAD / CE DOCUMENT A ÉTÉ EXPLIQUÉ ET FOURNI AVANT LE DÉBUT DU DÉCHARGEMENT.

YES/OU NO/NON

SIGNATURE OF DELIVERING VAN OPERATOR: _____
SIGNATURE DU CAMIONNEUR: _____

ID CODE: _____
CODE D'IDENTIFICATION: 8999

AGENT CODE _____
CODE DE L'AGENT: 472

CUSTOMER / CLIENT

FORM 6405S 06/19






go new places.®

CIVILIAN PACK/UNPACK REPORT

- Verify all information is completed properly.
- If the customer elects to not have their items unpacked at destination, please make sure to have them sign in the appropriate section.

 **CIVILIAN PACK/UNPACK SERVICES REPORT**

REGISTRATION NUMBER: [REDACTED]

THE FOLLOWING REPORT LISTS THE PACKING & UNPACKING SERVICES PERFORMED DURING YOUR MOVE.
YOUR SIGNATURE BELOW CERTIFIES THAT THE COMPLETED REPORT REFLECTS THE SERVICES PROVIDED:

ORIGIN **DESTINATION**

CUSTOMER: [REDACTED] CUSTOMER: [REDACTED]
STREET: [REDACTED] STREET: [REDACTED]
CITY: [REDACTED] PROV.: [REDACTED] CITY: [REDACTED] PROV.: [REDACTED]
TEL. NO.: [REDACTED] POSTAL CODE: [REDACTED] TEL. NO.: [REDACTED] POSTAL CODE: [REDACTED]

CARTONS PROVIDED & PACKED BY AGENT

DESCRIPTION	ESTIMATE	ACTUAL
CHINA CARTONS		
NO. 1.5 CARTON (1.5 CU. FT.)		
NO. 2 CARTON (2 CU. FT.)		
NO. 4 CARTON (4 CU. FT.)		
NO. 5 CARTON (5 CU. FT.)		
NO. 6 CARTON (6 CU. FT.)		
LAMP SHADE CARTON		
MIRROR CARTON (SMALL)		
MIRROR CARTON (LARGE)		
MATTRESS BAGS - 5ML (SINGLE)		
MATTRESS BAGS - 5ML (CRIB)		
MATTRESS BAGS - 5ML (DOUBLE)		
MATTRESS BAGS - 5ML (KING/QUEEN)		
WARDROBE CARTONS		
CRATES		
GUN CARTON		
TV CARTON		
OTHER		

TO BE SIGNED BY CUSTOMER AT ORIGIN:

I certify that the number of cartons indicated were packed by the carrier.

X: [REDACTED]
Signature Of Customer Or His/Her Representative

Packed By: [REDACTED] Code: [REDACTED] Date: [REDACTED]

DESTINATION

DESCRIPTION	ACTUAL
CHINA CARTONS	
NO. 1.5 CARTON (1.5 CU. FT.)	
NO. 2 CARTON (2 CU. FT.)	
NO. 4 CARTON (4 CU. FT.)	
NO. 5 CARTON (5 CU. FT.)	
NO. 6 CARTON (6 CU. FT.)	
LAMP SHADE CARTON	
MIRROR CARTON (SMALL)	
MIRROR CARTON (LARGE)	
MATTRESS BAGS - 5ML (SINGLE)	
MATTRESS BAGS - 5ML (CRIB)	
MATTRESS BAGS - 5ML (DOUBLE)	
MATTRESS BAGS - 5ML (KING/QUEEN)	
WARDROBE CARTONS	
CRATES	
GUN CARTON	
TV CARTON	
OTHER	

☐ CARTON PICK UP ONLY (MAY BE SUBJECT TO ADDITIONAL CHARGES)

X: [REDACTED]
Signature Of Customer or His/Her Representative

TO BE SIGNED BY CUSTOMER AT DESTINATION:

The Packing Charges on the move include **EITHER** the packing, use of, and unpacking of the cartons, **OR** the packing and the cartons, (should I choose to complete the unpacking myself). It is understood that I am responsible for the disposal of packing materials, including cartons, that are not unpacked at the time of delivery.

I have read the above notice and confirm one of the following statements:

1. Unpacking Services WERE PERFORMED.
X: [REDACTED]
Signature Of Customer or His/Her Representative


2. I have chosen to unpack the cartons myself and to keep the cartons.
X: [REDACTED]
Signature Of Customer or His/Her Representative

Unpacked By: [REDACTED] Code: [REDACTED] Date: [REDACTED]

ATLAS COPY - SCAN WITHIN 10 DAYS 6415E 11/21

DAMAGE/LOSS REPORT

- The Damage/Loss Packed Item Report must be completed at origin and destination.
- Indicate at origin any pre-existing damage on items being packed.
- Avoid using "poorly packed" as a cause of damage. Be more specific in your reasoning such as, "damaged due to large item placed on top".



DAMAGE/LOSS PACKED ITEMS REPORT DOMMAGE/PERTE RAPPORT DES ARTICLES EMBALLÉS

485 North Service Road East, Box 970, Lakeshore West PO, Oakville, ON L6K 6C1

CONSIGNOR EXPÉDITEUR: _____ REG. NO. N° D'ENREG.: _____

PAGE _____ OF DE _____

CONDITION SYMBOL - SYMBOLES POUR CONDITION			ROOM LOCATION SYMBOLS - SYMBOLES DES PIÈCES		
1. BROKEN - BRISÉ	11. RUSTED - ROUILLE	22. TORN - DÉCHIRÉ	AT - ATTIC - GRENIER	DN - DEN - ANTRE	SG - GARAGE
2. BURNED - BRULÉ	12. MISSING - MANQUANT	23. STAINED - TACHÉ	BB - BOY'S BEDROOM	DR - DINING ROOM	GR - GAMES ROOM
3. CHIPPED - ÉCAILLÉ	13. BENT - COURBÉ	24. SPLIT - FENDU	CB - CHILD'S BEDROOM	SA - SLEEPING PORCH	LD - LAUNDRY ROOM
4. CRACKED - FISSURÉ	14. MILDED - MOISI	25. WARPED - DÉFORMÉ	BC - BALCONY - BALCON	ER - EXERCISE ROOM	MB - MASTER BEDROOM
5. CRACKED OR LIFTING	15. SOILED - SOULÉ	26. DAMP - HUMIDE	BM - BASEMENT	EX - EXERCISE ROOM	SH - SHED - HANGAR
6. CRACKED OR LIFTING	16. RUBBED - FROTTÉ	27. PREVIOUSLY REPAIRED	BR - BATHROOM	FR - FAMILY ROOM	SR - SUN ROOM
7. DENTED - APLATÉ	17. SCRATCHED - RAYÉ	28. REPAIRED	BT - BATHROOM	FL - FLOOR	ST - STORAGE ROOM
8. DENTED - APLATÉ	18. CRACKED - FISSURÉ	29. REPAIRED	BS - BOY'S BEDROOM	GL - GYMNASIUM	WS - WORKSHOP ROOM
9. COVERED - COUVERT	19. MARKED - MARQUÉ	30. REPAIRED	CS - CRANK SPACE	LD - LAUNDRY ROOM	YD - YARD - COUR
10. LOOSE - DÉSSERRÉ	20. MARKED - MARQUÉ	31. REPAIRED	CS - CRANK SPACE	LD - LAUNDRY ROOM	YD - YARD - COUR
	21. WORK - USÉ		CS - CRANK SPACE	LD - LAUNDRY ROOM	YD - YARD - COUR

ORIGIN - DAMAGE / LOSS NOTED BEFORE PACKING ORIGINE - DOMMAGE / PERTE REMARQUABLE AVANT EMBALLAGE

CARTON TYPE TYPE DE CARTON	ROOM LOCATION PIÈCE	ITEM - ARTICLE	CONDITION AT ORIGIN - CONDITION À L'ORIGINE

PACKING AGENT: _____ AGENCY CODE / CODE D'AGENCE: _____ DATE: _____

CONSIGNOR SIGNATURE / SIGNATURE DU CONSIGNATEUR: _____

DESTINATION - DAMAGE / LOSS NOTED AFTER UNPACKING DESTINATION - DOMMAGE / PERTE REMARQUABLE APRÈS LE DÉBALLAGE

IF CLAIM FORM REQUIRED, ACCESS WEB SITE: WWW.ATLASVANLINES.CA

SI UNE DEMANDE DE RÉCLAMATION EST REQUISE, VISITER L'ADRESSE INTERNET: WWW.ATLASVANLINES.CA

TAG NO. N° D'ÉTIQUETTE	CARTON TYPE TYPE DE CARTON	ITEM - ARTICLE	EXCEPTIONS AT DELIVERY EXCEPTIONS À LA LIVRAISON	CAUSE OF DAMAGE / LOSS RAISON DU DOMMAGE / PERTE


UNPACKING AGENT SIGNATURE / SIGNATURE DU DÉBALLÉUR: _____ AGENCY CODE / CODE D'AGENCE: _____ DATE: _____

CONSIGNOR SIGNATURE / SIGNATURE DU CONSIGNATEUR: _____

PART 1: ATLAS OAKVILLE COPY PART 2: UNPACKERS COPY PART 3: PACKERS COPY PART 4: CUSTOMER COPY







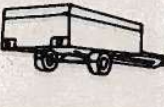
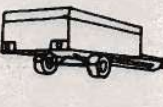


RESIDENCE LIABILITY WAIVER

- Must be completed on all shipments at origin and destination.

 <p>485 North Service Road East Box 970, Lakeshore West PO Oakville, Ontario L6K 0C1 Tel. (905) 844-0701</p>		Residence and Property Liability Waiver / Résidence et propriété formulaire de renociation aux dommages mobilier et immobilier				
Move Information / Informations de déménagement						
Customer Name / Nom du client:			Registration Number / Numéro d'enregistrement:			
Van Operator / Transporteur:		Driver ID / Agent et Code d'identité:		Date:		
Customer and Van Operator to review and Customer to Initial / A vérifier par le client et le transporteur			Origin / Origine		Destination	
			Pre-Load Pré-Chargement	Post-Load Après le Chargement	Pre-Delivery Pré-Déchargement	Post-Delivery Après le Déchargement
1. Customer and Van Operator have inspected residence prior to load/unload (doors, walls, floors, ceilings, exterior, driveway, elevator, lawn, etc). Any pre-existing damages have been brought to my attention. Le client et le transporteur ont inspecté l'état des lieux de la résidence avant le chargement / déchargement : (portes, murs, planchers, plafonds, extérieur, allée, ascenseur, pelouse, etc.) Les dommages existants ont été apportés à mon attention.						
2. Customer and Van Operator have inspected after load/unload. No new property damage exists. Any new damages have been noted below and brought to the Van Operators attention. If noted, Atlas Canada, its agents and employees are released from liability. Le client et le transporteur ont inspecté les lieux après le chargement/déchargement. Aucun nouveau dommage ou dégradation à la propriété existe. Sinon, Atlas Canada, ses agents et employés sont exonérés de toute responsabilité.						
3. Customer and Van Operator have inspected the residence after load/unload and all items authorized for moving have been loaded/unloaded as requested. À la fin du chargement/déchargement le client et le transporteur ont examiné la résidence et on constaté que tous les articles à déménager ont été chargés/déchargés tel que convenu.						
New Exceptions / Remarques						
Origin / Origine			Destination			
Damage Waiver Services requested and/or removal/placement of certain household items could result in damage to your residence that is beyond the control of the carrier. By signing below, you certify that you wish the services and/or removal/placement of property to proceed, with the full understanding that this will release Atlas Van Lines, its agents and its employees from any liability for loss and or damage that may occur to your residence, property and household items.			Renonciation de responsabilité Les services demandés et/ou les articles à enlever ou à placer peuvent endommager votre résidence et ne peuvent être contrôlés par le transporteur et/ou ses agents. Votre signature ci-dessous, certifie que les services demandés et/ou articles à enlever et/ou placer, vous déchargez Atlas Van Lines, ses agents et de ses employés de toute responsabilité pour pertes ou dommages qui peuvent être causés à votre résidence, propriété ou vos articles.			
Customer Signature / Signature du client:			Date:			
FINAL SIGNATURE / SIGNATURE FINALE To be signed by Customer and Van Operator at the completion of the move / Pour signer à la fin des travaux						
Customer Signature / Signature du client:			Date:			
Van Operator Signature / Signature du transporteur:			Date:			

RECREATIONAL VEHICLE REPORT


- Must be completed on shipments where a recreational vehicle is being transported.
- **Please Note:** The tag number can be noted on the Inventory but this document should be used for pre-existing damages only.

Atlas Canada		RECREATIONAL VEHICLE CONDITION REPORT RAPPORT SUR L'ÉTAT DES VÉHICULES DE LOISIRS	
SHIP FROM / point d'expédition:		FOR TRANSPORTATION AND DELIVERY TO / pour transport et livraison à:	
CONSIGNEUR / Expéditeur:		CONSIGNEE / Destinataire:	
Tel. No. / Téléphone:		Tel. No. / Téléphone:	
Street / Adresse:		Street / Adresse:	
City / Ville:		City / Ville:	
Province:		Province:	
Notch / Avenir:		Notch / Avenir:	
Tel. No. / Téléphone:		Tel. No. / Téléphone:	
REGISTRATION # / N° D'ENRG:			
CONDITION SYMBOLS / SYMBOLES POUR CONDITION			
1. - Broken - Brisé 2. - Burned - Brûlé 3. - Chipped - Écaillé 4. - Cracked - Fissuré 5. - Crushed - Écrasé 6. - Cracked or Lifting - Craqué ou soulevé 7. - Dented - Ébréché 8. - Faded - Décoloré 9. - Gouged - Entfoncé 10. - Loose - Desserré 11. - Rusted - Rouillé 12. - Missing - Manquant 13. - Missing - Manquant 14. - Bent - Plié 15. - Mismatch - Mismatch 16. - Soiled - Souillé 17. - Rubbed - Frotté 18. - Marked or Scratched - Marqué et égratigné 19. - Worn - Usé 20. - Torn - Déchiré 21. - Stained - Taché 22. - Spilt - Coupé 23. - Warped - Déformé 24. - Repaired Previously - Réparé auparavant			
Mark Item Moved / Indiquer l'article démenagé:		Snowmobile / Motocyclette:	
Motorcycle / Motocyclette:		Boat / Bateau:	
Trailer / Remorque:		Trailer / Remorque:	
CONDITIONS ON LOADING / ETAT AU CHARGEMENT		EXCEPTIONS ON DELIVERY / EXCEPTIONS A LA LIVRAISON	
 MAKE/MARQUE YEAR/ANNÉE MODEL/MOÈLE MILEAGE/PARCOURS <input type="checkbox"/> KM <input type="checkbox"/> MILES CUST. INITIAL/INIT. CLIENT		 MAKE/MARQUE YEAR/ANNÉE MODEL/MOÈLE MILEAGE/PARCOURS <input type="checkbox"/> KM <input type="checkbox"/> MILES CUST. INITIAL/INIT. CLIENT	
 MAKE/MARQUE YEAR/ANNÉE MODEL/MOÈLE MILEAGE/PARCOURS <input type="checkbox"/> KM <input type="checkbox"/> MILES CUST. INITIAL/INIT. CLIENT		 MAKE/MARQUE YEAR/ANNÉE MODEL/MOÈLE MILEAGE/PARCOURS <input type="checkbox"/> KM <input type="checkbox"/> MILES CUST. INITIAL/INIT. CLIENT	
 MAKE/MARQUE YEAR/ANNÉE MODEL/MOÈLE MILEAGE/PARCOURS <input type="checkbox"/> KM <input type="checkbox"/> MILES CUST. INITIAL/INIT. CLIENT		 MAKE/MARQUE YEAR/ANNÉE MODEL/MOÈLE MILEAGE/PARCOURS <input type="checkbox"/> KM <input type="checkbox"/> MILES CUST. INITIAL/INIT. CLIENT	
 MAKE/MARQUE YEAR/ANNÉE MODEL/MOÈLE MILEAGE/PARCOURS <input type="checkbox"/> KM <input type="checkbox"/> MILES CUST. INITIAL/INIT. CLIENT		 MAKE/MARQUE YEAR/ANNÉE MODEL/MOÈLE MILEAGE/PARCOURS <input type="checkbox"/> KM <input type="checkbox"/> MILES CUST. INITIAL/INIT. CLIENT	
 MAKE/MARQUE YEAR/ANNÉE MODEL/MOÈLE MILEAGE/PARCOURS <input type="checkbox"/> KM <input type="checkbox"/> MILES CUST. INITIAL/INIT. CLIENT		 MAKE/MARQUE YEAR/ANNÉE MODEL/MOÈLE MILEAGE/PARCOURS <input type="checkbox"/> KM <input type="checkbox"/> MILES CUST. INITIAL/INIT. CLIENT	
ORIGIN / ORIGINE		DESTINATION	
ADDITIONAL REMARKS / AUTRES REMARQUES		ADDITIONAL REMARKS / AUTRES REMARQUES	
I ACKNOWLEDGE CONDITION ON LOADING AS DESCRIBED ABOVE J'ATTESTE DE L'ÉTAT AU CHARGEMENT TEL QU'IL EST DÉCRIT CI-DESSUS		RECEIVED IN THE SAME CONDITION EXCEPT AS NOTED IN "EXCEPTIONS ON DELIVERY" REÇU DANS LE MÊME ÉTAT SAUF TEL QU'INDIQUE À LA RUBRIQUE "EXCEPTIONS A LA LIVRAISON"	
CUSTOMER CLIENT		CUSTOMER CLIENT	
VAN OPERATOR CHAUFFEUR DU CAMION		VAN OPERATOR CHAUFFEUR DU CAMION	
I.D. CODE NO. IDENT.		I.D. CODE NO. IDENT.	
AGENCY CODE CODE DE L'AGENT		AGENCY CODE CODE DE L'AGENT	
DATE		DATE	

1) ATLAS - CARVILLE 2) CUSTOMER AT ORIGIN/CLIENT À L'ORIGINE 3) DESTINATION AGENT AFTER LOADING/AGENT DE LA DESTINATION APRÈS CHARGEMENT 4) FINAL HAULER'S COPY/COPIE DU DERNIER TRANSPORTEUR 0018 04-17

RECREATIONAL VEHICLE RIDER

- Must be completed by the crew when going in or out of warehouse/storage.




RECREATIONAL VEHICLE RIDER TO INVENTORY ANNEXE À L'INVENTAIRE DES VÉHICULES DE LOISIRS


NOTE: THIS RIDER IS ONLY FOR USE WITHIN OUR ORGANIZATION AND SHOULD NOT BE SHOWN TO THE CUSTOMER
NOTA: CETTE ANNEXE EST UNIQUEMENT RÉSERVÉE À L'USAGE INTERNE DE NOTRE ORGANISATION ET NE DOIT PAS ÊTRE MONTREE AU CLIENT


CUSTOMER / CLIENT: _____	REG. NO. / N° D'ENRG: _____
ORIGIN / ORIGINE: _____	DATE: _____
DESTINATION: _____	SHEET / FEUILLE _____ OF / DE _____ SHEETS / FEUILLES

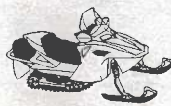
CONDITION SYMBOLS / SYMBOLES POUR CONDITION


1. - Broken - Brisé	5. - Crushed - Écrasé	8. - Faded - Décoloré	11. - Rusted - Rouillé	15. - Mildew - Mois	20. - Marked or Scratched - Marqué et Égratigné	23. - Stained - Taché	28. - Repaired Previously - Réparé auparavant
2. - Burned - Brûlé	6. - Cracked or Lifting - Craqué ou soulevé	9. - Gouged - Entfoncé	13. - Missing - Manquant	18. - Soiled - Souillé	21. - Worn - Usé	24. - Split - Coupé	
3. - Chipped - Écaillé	7. - Dented - Ébréché	10. - Loose - Desserre	14. - Bent - Plié	19. - Rubbed - Frotté	22. - Torn - Déchiré	25. - Warped - Déformé	



 MAKE/MARQUE _____
 YEAR/ANNÉE _____

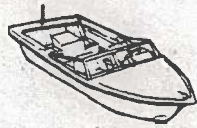

 MODEL/MODÈLE _____
 MILEAGE/PARCOURS _____
☐ KM ☐ MILES

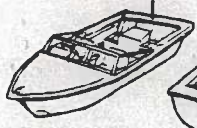

 AGENT MAKING DELIVERY INITIAL
 AGENT CHARGÉ DE LA LIVRAISON INITIALE



 MAKE/MARQUE _____
 YEAR/ANNÉE _____



 MODEL/MODÈLE _____
 MILEAGE/PARCOURS _____
☐ KM ☐ MILES



 AGENT MAKING DELIVERY INITIAL
 AGENT CHARGÉ DE LA LIVRAISON INITIALE

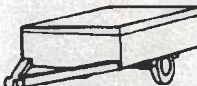

 AGENT MAKING DELIVERY INITIAL
 AGENT CHARGÉ DE LA LIVRAISON INITIALE


 AGENT MAKING DELIVERY INITIAL
 AGENT CHARGÉ DE LA LIVRAISON INITIALE


 AGENT MAKING DELIVERY INITIAL
 AGENT CHARGÉ DE LA LIVRAISON INITIALE


 AGENT MAKING DELIVERY INITIAL
 AGENT CHARGÉ DE LA LIVRAISON INITIALE


 AGENT MAKING DELIVERY INITIAL
 AGENT CHARGÉ DE LA LIVRAISON INITIALE


 AGENT MAKING DELIVERY INITIAL
 AGENT CHARGÉ DE LA LIVRAISON INITIALE

ADDITIONAL EXCEPTIONS / EXCEPTIONS SUPPLÉMENTAIRES

AGENT MAKING DELIVERY / AGENT CHARGÉ DE LA LIVRAISON
 Agent Name: _____ Agent No.: _____
 Signature: _____ Date: _____

AGENT ACCEPTING DELIVERY / AGENT ACCEPTANT LA LIVRAISON
 Agent Name: _____ Agent No.: _____
 Signature: _____ Date: _____

PRE-MOVE BOOKLET

- The Pre-Move Booklet will provide important information concerning the member's rights and responsibilities as they relate to their upcoming move.
- Must be provided to members on all Government moves.

TO OBTAIN A COPY, CONTACT THE PROCUREMENT DEPARTMENT:

Bryce Lawrence: can-procurement@atlasvanlines.ca **Call:** 1-800-968-3171



PRE-MOVE INFORMATION BOOKLET


23 July 2021

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RECEIPT OF PRE-MOVE BOOKLET

- This document indicates the member acknowledges they received the Pre-Move Booklet and understands the responsibilities of the themselves, the crew, and Atlas.
- The Claims Services team will reference document if there is a claim.
- Does not apply to NAV-Canada moves.



**Mandatory Acknowledgement Receipt for
Pre-Move Information Booklet**

**Accuse de reception obligatoire de la Trousse
de Renseignements Prealables au Demenagement**

Atlas Canada Head Office: 485 North Service Road East, Box 970, Lakeshore West PO, Oakville, ON L6K 0C1
Tel: 905-844-0701 - Toll free 800-713-4432 - email: cs@atlasvanlines.ca - www.atlascanada.com

Van Line Registration No / No. d'enregistrement Transporteur	Shipper Name/ Nom de l'expéditeur:
Origin Carrier Information/ Information Transporteur Origine:	Carrier/Transporteur: Tel: City/Ville: Fax:
Destination Carrier Information/information Transporteur Destination	Carrier/Transporteur: Tel: City/Ville: Fax:
Origin City/ Ville d'origine:	Destination City/ Ville de destination:

I acknowledge receipt of this booklet and understand the information contained herein.
J'accuse reception de ce livret et comprends l'information contenue ci-incluse.

Federal Government Employee/ Employe du Gouvernement Federal:	Signature	Date
Agency Moving Consultant/ Consultant de l'agence:	Signature	Date
Agent:	Agency No/Code de l'agence:	

Form 8804 - 04/2021 Copy 1 - Federal Government Employee/Employe du Gouvernement Federal
Copy 2 - Van Line/Transporteur




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GOVERNMENT

DISCONNECT & PREPARE BY SHIPPER

- This document outlines what the member will be responsible for in terms of disassembly or disconnection.

**Articles that must be disconnected
& prepared by the shipper**

Registration Number

It shall be the shippers responsibility to obtain proper packing materials as well as prepare the following items for shipment in accordance with the manufacturers specifications:

- 1 Outdoor articles such as steel utility cabinets/sheds up to 12'x12'x8', swing sets, slides, sky rides, jungle gyms, satellite dishes, hot tubs/spas, garden and patio furniture, and other outdoor apparatus of a similar nature, (including boats and watercraft), must be cleaned, disconnected, drained, and disassembled at origin and re-assembled and connected at destination. Items must be able to fit inside a normal conveyance;
- 2 Outdoor articles embedded in the ground or secured to a building must be removed or detached and cleaned.
- 3 Ensure the Contractor has unrestricted access to the item(s) by removing the obstacles preventing this unrestricted access, (e.g. - If the area is enclosed by a fence, the gate must be of adequate size to provide unrestricted access or a portion of the fence must be removed).
- 4 If unable to give unrestricted access, the shipper will move the item(s) to a location that provides unrestricted access to the Contractor, such as the curb side of the residence.
- 5 If a hot tub/spa cannot be turned onto its side to be moved because it will damage the tub or skirt, the shipper is responsible for the cost to move the hot tub/spa to a location that allows the Contractor to move it level, such as the curbside of the residence.
- 6 Ensure hot tubs/spas are serviced as per manufacturer's specifications, (this includes draining of water lines and pumps).
- 7 Ensure appliances and electronic equipment available for preparation for shipping and certification.

Items that will require the Federal Government Employee to disconnect, drain, clean, and disassemble:

Agent Name:

Agent Number:

Moving Consultant:

Date:

(Signature)

Atlas Canada - 485 North Service Road East, Oakville, ON L6H 1A5 www.atlasvanlines.ca

Form 8805 - 04/2021


Copy 1 - Federal Government Employee

Copy 2 - Final Delivery Driver

Copy 3 - Van Line

HIGH VALUE INVENTORIES

- Member must complete this document with their appropriate items.
- Written appraisal must be included as liability is limited to actual value.



485 North Service Road East
Box 970, Lakeshore West PO
Oakville, Ontario L6K 0C1

GOVERNMENT OF CANADA/GOUVERNEMENT DU CANADA
HIGH VALUE ITEMS INVENTORY/INVENTAIRE DES ARTICLES DE GRANDE VALEUR

SHIPPER NAME/NOM DE L'EXPÉDITEUR: _____

TAG COLOUR/COUL D'ÉTIQ _____

TAG LOT NO. / NUMÉRO DE LOT D'ÉTIQUETTE _____

REGISTRATION NO/NO D'ENREGISTREMENT _____

O A/AGENT D'ORIGINE _____

DA/AGENT DE DESTINATION: _____

INVENTORY TAG NO / NO D'ÉTIQUETTE D'INVENTAIRE	ITEMS ARTICLES	PACKER BOX NO / NO DE BOÎTE-EMBALLER	MAKE MARQUE	MODEL MODELE
	Computer System Unit/Unité principale d'ordinateur (CPU)			
	Computer Monitor/Écran de moniteur			
	Computer Scanner/Module de balayage			
	Satellite Rec/Dish			
	Computer printer/Imprimante d'ordinateur			
	Tablet/Tablette			
	Laptop/Ordinateur portable			
	Stereo Receiver/Récepteur stéréo			
	Amplifier/Amplificateur			
	Speakers/Haut-parleurs			
	Home Theatre System/Théâtre de maison			
	CD Player/Lecteur de CD _____ #CD's _____			
	Television/Téléviseur			
	Camera/Caméra 35mm <input type="checkbox"/> Digital/Numérique <input type="checkbox"/>			
	DVD Player/Lecteur DVD _____ DVD'S# _____			
	Video games system/Système de jeux vidéo _____ #of games/#jeux _____			
	MP 3 Player/Lecteur de MP 3 / I Pod			
	<p>Other valuable items where value exceeds \$5000. Autres morceaux d'une valeur excédant 5000\$.</p> <p>Items falling into these categories valued in excess of \$5000 must be supported by written appraisals. Les articles de cette catégorie dont la valeur est supérieure à 5000\$ doivent être accompagnés d'une évaluation écrite à l'appui.</p> <p>Note: Refer to section "Items of Special or Extraordinary Value" Note: Veuillez vous référer à la section "articles de valeur spéciale ou extraordinaire"</p>			

ORIGIN/ORIGINE:
 PACKING AGENT SIGNATURE
 SIGNATURE DE L'AGENT D'EMBALLAGE _____

AGENT NAME/AGENCE _____ AGENCY CODE
 CODE D'AGENCE _____

OWNERS SIGNATURE/SIGNATURE DU PROPRIÉTAIRE _____
 DATE _____

DESTINATION/DESTINATION:
 DELIVERY VAN OPERATORS SIGNATURE
 SIGNATURE DU CAMIONNEUR À LA LIVRAISON _____

AGENT NAME/AGENCE _____ AGENCY CODE
 CODE D'AGENCE _____

OWNERS SIGNATURE/SIGNATURE DU PROPRIÉTAIRE _____
 DATE _____

LOADING AGENT COPY.
IF NECESSARY, COMPLETE AND SIGN MORE THAN ONE HVI FORM. SI NÉCESSAIRE, VEUILLEZ COMPLÉTER ET SIGNER PLUS D'UN FORMULAIRE HVI (IAGV).

FORM 8801 REV. 04/2021

PAGE _____ OF/DE _____


SERVICING OF ELECTRICAL

- This document outlines the electrical, electronic, and mechanical equipment/appliance that are to be serviced and certified.
- This document is to be checked-off by the member.

[illegible]

CERTIFICATION REPORT

- Provide document to technician who will certify all items checked-off.



485 North Service Road East
Box 970, Lakeshore West PO
Oakville, Ont
L6K 0C1

CERTIFICATION REPORT BY RAPPORT DE CERTIFICATION PAR:

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ATLAS REGISTRATION NUMBER: _____ INVOICE #: _____
 NUMÉRO D'ENREGISTREMENT: _____ # FACTURE: _____

NAME: _____ DATE: _____ ORDER DATE: _____
 NOM: _____ DATE: _____ DATE DE LA COMMANDE: _____

ADDRESS/ADRESSE: _____

TEL (H/M): _____ TEL (W/T): _____ TEL (C/M): _____

Note: On federal Government relocations, disconnect services are excluded.
 Indicate item(s) that have been previously disconnected and cannot be certified as to the working condition. Record obvious external/internal damage. Manufacturers specifications for blocking/unblocking and/or draining of washers/dishwashers must be followed.
 Les spécifications du fabricant pour le blocage/déblocage et/ou le drainage des machines à laver, des machines à glaçons, et des lave-vaisselle doivent être suivies.

Noter bien: Sur les déménagements du gouvernement fédéral, les services de débranchement sont exclus.
 Indiquez les article(s) qui ont déjà été débranché et que l'état de fonctionnement ne peut pas être certifié.
 Enregistrez les dommages externe/intérieur qui sont évidents.

ITEM / ARTICLE	MAKE / MARQUE	MODEL / MODÈLE	MC OK / CONDITION MÉC: BEIN	MC UK (IF SO WHY?) CONDITION: INCONNU (POURQUOI?)
WASHER / LAVEUSE Top Load _____ / Chargement par le haut _____ Front load (if required) _____ / Chargement frontal (ensemble d'installation requis) _____				
DRYER / SECHUEUSE Electric _____ / Électrique _____ Gas _____ / Gaz _____				
REFRIGERATOR / RÉFRIGÉRATEUR (Ice/Water) - yes _____ no _____ (Glace/Eau) - oui _____ non _____				
STOVE / CUISINIÈRE Electric _____ / Électrique _____ Gas _____ / Gaz _____				
FREEZER / CONGÉLATEUR				
MICROWAVE / FOUR À MICRO-ONDES				
TVS /				
TELEVISIONS				
HARD DRIVE-LAP TOP / DISQUE DUR-ORDINATEUR PORTABLE				
VACUUM / ASPIRATEUR				
ELEC. EXERCISE EQUIP. EQUIPEMENTS D'EXERCICE ÉLECTRIQUE				
PORTABLE DISHWASHER LAVE-VAISSELLE PORTATIF				
AMPLIFIER (RECEIVER) AMPLIFICATEUR				
SPEAKERS HAUT-PARLEURS				
BLU-RAY/DVD VCR PLAYER LECTEUR (BLU-RAY/DVD/MAGNÉTOSCOPE)				
CABLE BOX/SATELLITE RECEIVER CÂBLE NUMÉRIQUE/RÉCEPTEUR SATELLITE				
COMPUTER CPU ORDINATEUR				
MONITOR / MONITEUR				
PRINTER/SCANNER IMPRIMATEUR/NUMÉRISEUR				
LAPTOP/NOTEBOOK/TABLET ORDINATEUR PORTATIF/TABLETTE				
GAME SYSTEM SYSTÈME DE JEUX				

COMMENTS / COMMENTAIRES: _____

TECH. NAME (PLEASE PRINT): _____ TEL: _____
 NOM DU TECH. (SVP ÉCRIRE EN LETTRE MOULÉE) _____

CUSTOMER SIGNATURE: _____ DATE COMPLETED: _____
 SIGNATURE DU CLIENT _____ DATE COMPLÉTÉE: _____

1. Atlas Van Lines copy / Copie d'Atlas Van Lines
 2. Customer copy / Copie du client
 3. Packing agent copy / Copie de l'agent à l'emballage
 4. Loading agent copy / Copie de l'agent au chargement



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GOVERNMENT


PACK/UNPACK REPORT

- The Government Pack/Unpack Report is listed by room.
- Ensure all information is completed properly.
- If the customer elects to not have their items packed at origin or unpacked at destination, please make sure they sign the appropriate section.

FEDERAL GOVERNMENT PACK/UNPACK SERVICES REPORT		REGISTRATION NUMBER [REDACTED]
<p>THE FOLLOWING REPORT LISTS THE PACKING & UNPACKING SERVICES PERFORMED DURING YOUR MOVE. PLEASE EXAMINE CAREFULLY! YOUR SIGNATURE IN THE APPROPRIATE SECTIONS WILL CERTIFY THAT THE COMPLETED REPORT CORRECTLY REFLECTS THE PERFORMANCE OF THE SERVICES LISTED BELOW:</p>		
ORIGIN		DESTINATION
CUSTOMER [REDACTED]	CUSTOMER [REDACTED]	
STREET [REDACTED]	STREET [REDACTED]	
CITY [REDACTED] PROV: [REDACTED]	CITY [REDACTED] PROV: [REDACTED]	
TEL. NO. [REDACTED] POSTAL CODE: [REDACTED]	TEL. NO. [REDACTED] POSTAL CODE: [REDACTED]	
CARTONS PROVIDED & PACKED BY AGENT		
ORIGIN		
DESCRIPTION	ESTIMATE	ACTUAL
CHINA CARTONS		
NO. 1.5 CARTON (1.5 CU. FT.)		
NO. 2 CARTON (2 CU. FT.)		
NO. 4 CARTON (4 CU. FT.)		
NO. 5 CARTON (5 CU. FT.)		
NO. 6 CARTON (6 CU. FT.)		
LAMP SHADE CARTON		
MIRROR CARTON (SMALL)		
MIRROR CARTON (LARGE)		
MATTRESS BAGS - 5ML (SINGLE)		
MATTRESS BAGS - 5ML (CRIB)		
MATTRESS BAGS - 5ML (DOUBLE)		
MATTRESS BAGS - 5ML (KING/QUEEN)		
WARDROBE CARTONS		
CRATES		
GUN CARTON		
TV CARTON		
OTHER		
OTHER		
TO BE SIGNED BY CUSTOMER AT ORIGIN:		
I certify that the number of cartons indicated were packed by the carrier		
X: [REDACTED] Signature Of Customer Or His/Her Representative		
I certify that the total number of cartons indicated above, were backed by the carrier. - Consignor or Representative Signature: [REDACTED]		
Packed By: [REDACTED]	I.D. Code: [REDACTED]	Agent Code: [REDACTED] Date: [REDACTED]
DESTINATION UNPACKING		
DESCRIPTION	ACTUAL	
HVP CARTONS		
CHINA CARTONS		
TV CARTON		
NO. 1.5 CARTON (1.5 CU. FT.)		
NO. 2 CARTON (2 CU. FT.)		
NO. 2 CARTON (2 CU. FT.) - HEAVY		
NO. 4 CARTON (4 CU. FT.)		
NO. 5 CARTON (5 CU. FT.)		
NO. 6 CARTON (6 CU. FT.)		
LAMP SHADE CARTON		
MIRROR CARTON (SMALL)		
MIRROR CARTON (LARGE)		
MATTRESS BAGS - 5ML (SINGLE)		
MATTRESS BAGS - 5ML (CRIB)		
MATTRESS BAGS - 5ML (DOUBLE)		
MATTRESS BAGS - 5ML (KING/QUEEN)		
WARDROBE CARTONS		
CARTON NON-STANDARD - SMALL		
CARTON NON-STANDARD - MEDIUM		
CARTON NON-STANDARD - LARGE		
CARTON PILING		
GUN CARTON		
SET-UP CARTON		
CRATES		
OTHER		
PLEASE READ CAREFULLY. SHIPPER OR HIS/HER DESIGNATED REPRESENTATIVE MUST SIGN THE APPLICABLE STATEMENT PERTAINING TO UNPACKING SERVICES.		
I hereby certify that one of the following statements for unpacking services by the carrier applies:		
Date: [REDACTED]		
Shipper/or his/her designated representative's signature		
(1) Unpacking services WERE performed and if necessary, the carrier will return once within the next two business days to pick up any remaining packing material.	(1)	[REDACTED]
(2) Unpacking services WERE NOT performed despite my request for them. (State reasons below):	(2)	[REDACTED]
(3) Unpacking services WERE OFFERED however, I have chosen to unpack the cartons myself. Therefore, I understand that the carrier will not be responsible for any loss or damage to packed items and that I am responsible for the disposal of all packing materials.	(3)	[REDACTED]
Reason total or partial unpack was not performed and/or comments:		
[REDACTED]		
Packed By: [REDACTED]	I.D. Code: [REDACTED]	Agent Code: [REDACTED] Date: [REDACTED]
ATLAS COPY - SCAN WITHIN 10 DAYS		
FORM 6228 05/22		

UNPACKING CERTIFICATION

- Mandatory on all government moves at destination to be completed at unpack.



Box 970, Lakeshore West PO
Oakville, ON L6K 0C1

Contract No. - No du Contrat
EN578-221811/002/ZU

Order Number/Numéro de commande

Registration No. - No D'enregistrement

UNPACKING CERTIFICATION / CERTIFICATE DE DÉBALLAGE

IMPORTANT: This certificate must be complete and signed at destination
Le présent certificat doit être complété et signé à destination

ORIGIN/ORIGINE		DESTINATION	
CUSTOMER/CLIENT		CONSIGNEE/DESTINATAIRE	
STREET/RUE		STREET/RUE	
CITY/VILLE	PROV	CITY/VILLE	PROV
To be signed by Customer AT DESTINATION		À signer par le client À DESTINATION	
"Notice to Customer"		"Avis au client"	
<p>1. Unpacking was performed, as requested.</p> <p>Signature of Customer or Authorized Representative _____ Date _____</p> <p>Signature of Carrier _____</p>		<p>1. Le déballage a été effectué, tel que demandé.</p> <p>Signature du client ou de son représentant _____ Date _____</p> <p>Signature du transporteur _____</p>	
<p>2. Unpacking services were not performed, as requested.</p> <p>Signature of Customer or Authorized Representative _____ Date _____</p> <p>Signature of Carrier _____</p>		<p>2. Le déballage n'a pas été effectué, tel que demandé.</p> <p>Signature du client ou de son représentant _____ Date _____</p> <p>Signature du transporteur _____</p>	
<p>3. Unpacking services were not performed, despite my request for them, (state reason below).</p> <p>_____ _____ _____ Signature of Customer or Authorized Representative _____ Date _____</p> <p>Signature of Carrier _____</p>		<p>3. Les services de déballage n'ont pas été effectués malgré mes demandes. (Veuillez indiquer la raison ci-dessous).</p> <p>_____ _____ _____ Signature du client ou de son représentant _____ Date _____</p> <p>Signature du transporteur _____</p>	

Copy 1 - Customer Copy - Copy du client Form 6427 02/23



INVENTORIES

[illegible]