

# VEHICLE RELOCATION SPECIALISTS

Your Resource For Quality Vehicle Relocation Solutions!



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## Preparing Your Vehicle for Shipment

At Vehicle Relocation Specialists, we take pride in providing the best service possible. Following is a checklist you can refer to as a guide to ensure your vehicle is prepared for transport.

**Car Wash:** Please provide the vehicle in clean condition. This allows for quick and fair evaluation of the vehicle prior to shipment.

**Gas:** The gas tank should have no more than one-quarter (1/4) tank of fuel.

**Antennas:** Antennas should be lowered or removed. Temporary antennas for cell phones or CB radios should also be removed.

**Keys:** U.S. Department of Transportation requires that one set of all keys for the vehicle be provided to the carrier, including the ignition, trunk, and glove box keys.

**Alarms:** Alarms should be turned off for transport. If there are special instructions required to start a car in order to disarm the alarm, please advise our office and the carrier picking up your car. VRS will not be responsible for drained batteries resulting from an alarm that has not been turned off.

**Battery:** If your battery is past the warranty time, the change of climate and the lack of starting the vehicle for several days in a row could cause the battery to drain. This is a maintenance issue and VRS will not accept liability should the battery need to be replaced.

**Radios:** Removable radios, cassette or CD decks, speaker boxes and car phones should be removed from the vehicle.

**Racks:** Remove any luggage, bike, or ski rack that is not permanently attached to the car.

**Cracked Glass:** Should the vehicle glass have a nick, scratch, chip, crack, or other imperfection, VRS will not be responsible for damage caused by any pre-existing condition.

**Climate:** Prepare your vehicle for the new climate. This may include engine coolants, transmission oil, anti-freeze and other fluids as needed. VRS is not responsible for preventable damage caused by Acts of Nature.

**Spoilers:** Spoilers, fairing, air dams or other low hanging items should be removed, or sufficient clearance assured.

**Caps/Canopies:** Caps and canopies on pickup trucks must be properly bolted to the box of the truck to ensure safe delivery.

**Personal Items:** Remove all personal belongings; except for standard vehicle items (jack; spare tire, etc.) VRS is not responsible for personal items. The U.S. Department of Transportation (DOT) prohibits the carrying of personal items on a truck licensed only for carrying vehicles. Stored personal items can also increase the overall weight of your vehicle, and could cause damage during transport. Any items left in the vehicle are subject to removal upon inspection at state lines by the DOT.

**Locations:** Make sure that both your pickup and drop-off locations are tractor-trailer accessible. A 75-80 ft. truck must be able to maneuver to and from each address.

**Pickup/Delivery Times:** Be sure that you have chosen locations that allow someone to be present between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

**Contact Times:** Be sure contact persons are available by phone between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday, and be sure that the phone numbers you provide are direct lines to those persons. Cell phones are usually the best.