



## DELIVERY FINAL WALKTHROUGH CONFIRMATION

CUSTOMER'S NAME				REG. NO.
ORIGIN ADDRESS	ORIGIN CITY	STATE	ZIP	GBL NO.
DEST ADDRESS	DEST CITY	STATE	ZIP	TRACT/TRAILER#

Arpin Van Lines requires the customer (or their representative) to accompany the driver/crew leader on a final walkthrough of the residence at the completion of the delivery service. During the final walkthrough, the customer should thoroughly inspect all interior and exterior areas of the residence to ensure that:

1. All shipment items have been unloaded from the vehicle and the customer has checked off the inventory to verify the quantity and condition of the items. If present, transit damage (delivery exceptions) or unchecked items (shortage items) have been notated on the inventory and arrangements have been made to begin a tracer action.
2. All shipment items have been properly positioned in the requested rooms or areas.
3. All requested wrapping paper or shrink wrap has been removed from shipment items.
4. All items disassembled/serviced at origin have been reassembled/un-serviced to my satisfaction or arrangements have been made for qualified third party reassembly or un-servicing.
5. All requested unpacking/uncrating has been performed to my satisfaction or arrangements have been made for qualified third party unpacking/uncrating.
6. All High Value items have been unpacked and their condition has been verified.
7. All Items of Concern (IOC) items have been unpacked and their condition has been verified.
8. Any doors, windows, railings, or fixtures removed by the delivery crew have been replaced or reinstalled.
9. All trash, unpacked cartons, unpacking/uncrating debris, has been removed.
10. All requested in-home protective materials installed by the delivery crew have been removed.

By the signature below, I acknowledge that the loading service is completed and I authorize the delivery crew to depart my residence. A final walkthrough has been performed with the driver/crew leader and I confirm that items 1- 10 (above) have been completed.

Furthermore, I understand that once the delivery crew has departed my home, any further unpacking, reassembly, debris pickup, or repositioning services requested may be at my own expense should my employer elect not to authorize the cost of these services.

ORIGIN	AGENT CODE	DRIVER CODE	DEST	AGENT CODE	DRIVER CODE
CUSTOMER'S SIGNATURE		DATE	CUSTOMER'S SIGNATURE		DATE
DRIVER'S SIGNATURE		DATE	DRIVER'S SIGNATURE		DATE