

Valued Inventory of Personal Property/Household Goods

- 1) Completed insurance inventories in English with US dollar amounts are due a minimum of 7 days prior to your pack date. Per Procter & Gamble policy, packing will be delayed if inventories are not received within this time frame.
- 2) Coverage is for full replacement value at destination. This means you should consider the cost to replace the item at your destination location.
- 3) Do not depreciate the values of your household goods regardless of their age, condition, etc. If replacement is the only option for settlement, the declared value for the item will determine the maximum allowable settlement.
- 4) Do not omit items. Any item not stated on the insurance valued inventory is not covered by the policy and is ineligible for settlement in the event of loss or damage.
- 5) Be specific when listing items, each major item should be listed separately. Our forms were designed as a guideline only. You may use a signed computer printout or signed copies of plain paper to inventory your goods.
- 6) Be careful when grouping items together. For example, you may list books as a whole rather than listing out each volume, but you must give a total quantity (100 books @ \$20.00 each for a total lump sum of \$2000.00).
- 7) Any item that is grouped together with a lump sum will be subject to an averaged settlement in the event of a claim. Therefore, any item that has a particularly higher than average value should be listed separately. For example, a collector's volume of leather bound Shakespeare with a value of \$850.00 should be listed separately from the group of books mentioned above.
- 8) Any stated value is subject to verification in the event of a claim. This means you may need to substantiate your declared values with a copy of a purchase receipt, appraisal, etc.
- 9) Items restricted by Procter & Gamble are not insured. Please refer to the restricted items list provided in your package for items such as jewelry, furs or collections.
- 10) Procter & Gamble has the option to repair, replace or pay cash not exceeding the declared value for any article lost or damaged.
- 11) Wood furniture may not adjust well to climate changes and may experience warping and/or shrinkage due to the change in moisture content of the air. Employee assumes the risk of climatic damage as well as any associated repairs.
- 12) Employee assumes the risk of dry cleaning or pressing of clothing due to wrinkling during shipping.

I have read and understand the conditions listed above and have valued my shipment to the best of my ability.

Signature

Date

Rev 1, 7/17/02

Relocation & Expatriate Services

P&G RESTRICTED ITEMS

The packing agent will receive instructions not to pack, accept for shipment, or provide services for any of the following classes of articles or service descriptions.

- Contraband items as deemed by the destination government.
- In-board or outboard marine engines, boats, boat kits, or any related equipment or parts thereof
- Major recreational items such as wooden swing sets, hot tubs, trailers, snowmobiles and comparable articles, and parts and accessories thereof.
- Furs, jewelry (including expensive costume jewelry), precious stones, or metals or articles manufactured from them, and comparable articles of extraordinary value.
- Any articles intended for resale overseas.
- Building materials and supplies.
- Extensive hobby items
- Motorcycles
- Trailers, trailer kits, garage kits, and any related equipment or parts thereof.
- Pornographic material.
- Ammunition explosives, incendiary devices and related materials of any kind.
- Intangible property, such as stamp, coin or currency, collections, bank notes, securities credit cards, deeds for the intrinsic or sentimental value of any items, or for any "irreplaceable item".
- Volatile, corrosive, caustic or otherwise dangerous liquids of any kind.
- Houseplants, soil in pots, shrubs, trees, or gardening tools unless cleaned, etc.
- Articles which are liable to deteriorate/perish due to changes in climate, temperature, altitude or other ordinary exposure during the transit.
- Flammable items, such as gas propane tanks, or other hazardous materials of any kind.

Without prior approval these items should not be packed. Customs regulations will be the primary factor to determine whether an item can be shipped.

- Firearms (may include with shipment if legal to import by destination country)
- Food products, staple goods, beverages including alcoholic beverages, tobacco, and other consumable articles except for limited and reasonable quantities of any specially required

items which may be unavailable in the destination country and are not considered illegal to import by the destination country

- Large and exotic animals, horses, birds reptiles, etc. The number of domestic pets may be limited based on the receiving locations guidelines. Currently dogs and cats are the only domestic animals being supported by P&G.
- Drugs of any kind. For prescription drugs, in large quantities, it is recommended that you obtain a certified "Statement of Need" from the issuing physician on his letterhead. If possible, it is recommended that any such drugs be hand carried in your accompanied baggage. You must declare such prescription drugs to the authorities at destination at the time you arrive in their country. Some prescription drugs may be prohibited in your destination country.
- Automobiles, unless permitted by the receiving location, on a case-by-case basis. Duties, taxes, and conversion costs may be the responsibility of the transferee.

SPECIAL NOTES:

- Due to legal, customs, and insurance issues, you are not permitted to pack your own items. A professional moving company will perform this function.
- Transportation charges for a maximum of 200 bottles of wine/alcohol are supported by P&G for shipping. Duties and/or taxes which may be assessed on all amounts of wine, liquor and other alcoholic beverages will be at the employee's expense. Transportation costs for additional amounts will be at the employee's expense.
- New items purchased in anticipation of the move unless previously authorized. Duties and/or taxes on these approved items will be the responsibility of the employee.
- Shipments of household goods belonging to other people being transferred to or from a location are not to include personal property other than the individual (family) being moved without authorization. Authorization is given when there is container space available, and all paperwork is consigned in the owner's name. Any charges associated with the shipment (i.e. taxes, duty, packing, etc.) will be the owner's personal expense.

INVENTORY OF PERSONAL PROPERTY/HOUSEHOLD GOODS

Circle One:

Air
Surface
Storage

NAME: _____

DATE: _____

MOVING TO: _____

TOTAL U.S. DOLLAR VALUE: _____

Please retain one copy for your records and forward the original to our office seven (7) days prior to packing.

Champion International Moving, Ltd.
One Champion Way
Canonsburg, PA 15317-5824

Telephone: 724-873-8000 or 800-841-1010
Facsimile: 724-873-8008
E-Mail: champion@champmove.com

LIBRARY OR DEN		BEDROOMS		SPORTS EQUIPMENT		CHILD'S ROOM & BABY EQUIPMENT	
Article/QTY.	Replacement Value	Article/QTY.	Replacement Value	Article/QTY.	Replacement Value	Article/QTY.	Replacement Value
sofa		bed headboards		golf clubs/bags		crib/bed	
chairs		mattresses		golf equipment		spring/mattress	
tables		box springs		tennis rackets		chest	
desk		bed frames		fishing equipment		desk	
bookcases		dressers		ITEMIZE OTHERS:		chair	
carpet		chests				floor covering	
draperies		chairs				draperies	
lamps		bedside table				lamps	
TV set		vanities				wall decorations	
radio		cedar chest				toy chest	
clock		desks				playpen	
pictures		carpet				stroller	
typewriter		draperies				high chair	
adding machine		pillows				diaper pail	
		lamps				diaper bag	
		pictures		BASEMENT OR UTILITY ROOM		vaporizer	
		clocks		work bench		books/toys/games	
		radios		hand tools		ITEMIZE SPECIAL TOYS:	
		TV sets		tool box			
BATHROOMS				craft items			
scale				hobby items			
chairs				ITEMIZE POWER TOOLS:			
clothes hamper							
curtains							
shower curtains							
misc. items							
		LAUNDRY					
		washer/dryer					
		table/chairs					
		iron					
		ironing board					
CLEANING EQUIPMENT							
vacuum							
brooms/mop							
floor polisher							
Total ➡		Total ➡		Total ➡		Total ➡	

DELIVERY INSTRUCTIONS

1. Delivery Day: It is your responsibility to review the packing inventory prior to signing to ensure that all inventoried items have been delivered. You are also responsible for inspection for damages. Damages should be noted on the packing list next to the corresponding item.
2. At the time of delivery it may be mandatory to have specific cartons unpacked in your presence for insurance purposes. Although you are encouraged to allow the delivery agent to unpack as many of the remaining cartons as possible, you can choose to unpack some cartons on your own. Please indicate your choice with the delivery company. Be advised that when the delivery company unpacks the cartons, they will not place the items into your closets, in cupboards, or on shelves. They will only place them on the nearest flat surface and you will be responsible for putting these items away.
3. Crews will not connect refrigerator icemakers, hook up washers/dryers, or other type appliances. A third party service should be arranged through your Champion Relocation Specialist.

CLAIM INSTRUCTIONS

1. You are required by Procter & Gamble to submit to Champion a completed claim form listing all damages or missing items within thirty (30) days of delivery.
2. If you are unable to submit the completed claim form within 30 days, then you are required to notify Champion in writing of the delay with a reasonable explanation of the delay.
3. Do not repair or discard any items.
4. Champion will assist you in obtaining repair estimates for furniture damages.
5. Procter & Gamble requires that the claim process be completed within ninety (90) days of receiving the completed claim form.
6. Should you need assistance in complying with any of the above, please contact our office at 1-800-841-1010 or 724-873-8000.

