

## Attachment A

# Moving Services Questionnaire

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Please feel free to include additional pages if necessary to answer a question fully.

- 1. Are your hourly rates inclusive of all typical charges, including packaging, materials, and other flat-rate fees? Please detail if not.**
- 2. Explain your planning and organization process when preparing for a move.**
- 3. What procedures do you follow to safeguard work premises from damage?**
- 4. What procedures do you follow when moving items of high value, such as electronic equipment or furniture?**

## **Attachment A**

- 5. Can you identify any exclusions to what we can ask your team to work on when they're on-site?**
- 6. What kind of liability coverage does your company provide?**
- 7. Do you use subcontractors?**
- 8. How do you handle complaints and claims?**