



KA Transportation Services, Inc. (KATS) Vehicle Preparation and Self-Inspection

Thank you for choosing KATS to transport your vehicle. We want this to be a positive experience and have prepared some instructions to help you prepare to ship your vehicle. If you have any questions, contact your KATS Consultant today.

Please note: You have a responsibility to note exceptions or damage to a vehicle upon delivery the vehicle at destination. Carrier is not responsible for normal wear and tear items. Damage not noted upon delivery will not be processed or paid.

Prior to pick up, please:

- Have your vehicle in good running order. Preferably, it should be drivable, but if not, it should at least roll, steer and brake properly. If equipped with an emergency brake, that should function properly as well. The vehicle should not require a jump start or any other special handling steps to load or unload it. **If your vehicle does have special handling requirements, notify your KATS Consultant immediately.**
- The driver's side door and window should both open/operate normally. o
- The vehicle should not be leaking any fluids. Remember we are shipping other cars with yours! **If your vehicle is leaking any fluids, notify your KATS Consultant immediately.**
- Remove all personal items except registration and proof of insurance from your vehicle. Those may remain in the glovebox. Child safety seats may also remain belted in place. **Don't forget to remove toll tags**, radar detectors, garage door openers, etc. The Department of Transportation can search and confiscate any personal items, so don't chance it! If you leave firearms, alcohol, drugs or any other hazardous materials in your vehicle, you may be prosecuted.
- Leave the gas tank between $\frac{1}{4}$ and $\frac{1}{2}$ full.
- Deactivate any alarm systems.
- Have one set of keys ready for KATS to keep with the vehicle.
- Follow the steps below to complete your self-inspection.

Self-Inspection Instructions

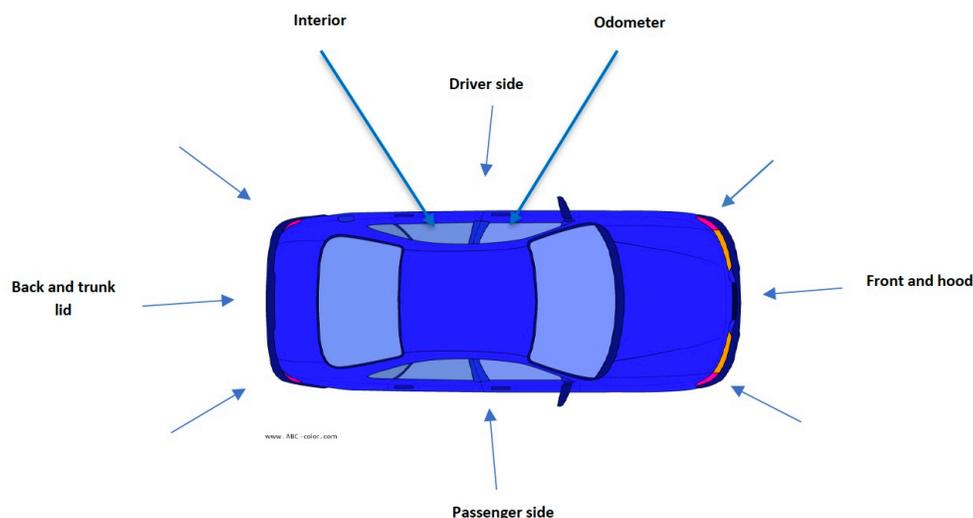
Properly documenting the condition of your vehicle at both origin and destination is of extreme importance and protects both your and the driver. The process outlined below will walk you through the steps and photographs you should take. **It's crucial that you follow this process at both origin and destination because any changes in the condition to your vehicle that are not properly documented at both origin and destination may not be covered.**

Please follow these steps closely and have them completed prior to pick up:

- Make sure the vehicle is clean. It does not need to be detailed. This allows for a more accurate documentation process.
- Remove all personal items.
- Use a camera (your smartphone camera will work), or other digital recording device to take photos of interior and exterior to document condition (see below).
- Make sure you have good lighting.
- Using the diagram below, take a minimum of ten pictures, covering all angles.
- Make sure and document the mileage on the odometer and the interior condition.
- You should take specific pictures of damage or other exceptions that you feel are important.
- When you have completed the inspection, review the pictures and retake any that aren't clear.

When the driver comes to pick up the vehicle, they will perform a quick inspection of their own, noting any visible damage or exception on the bill of lading. The BOL is the official document that is a binding agreement between the carrier and you, the customer. They will ask you (or your delegate) to sign and date the BOL. The origin inventory is complete! (if they do it on a phone have them email you a copy.)

Photo Requirements:



Sample Bill of Lading (BOL)

Your Company Logo **Your Company Name** **BILL OF LADING** **Date**

110 Commerce Lane, New York, NY 10001
Tel: (212) 456-7890 Fax: (212) 456-7890

Origin **Destination**

Company Name: _____ Company Name: _____
Address: _____ Address: _____
Phone #: _____ Phone #: _____
Driver Name: _____ Driver Name: _____
Driver ID: _____ Driver ID: _____
Phone #: _____ Phone #: _____

Vehicle

Make: _____ Model: _____ Year: _____ Color: _____ VIN: _____

Additional Remarks

Diagram of a car with labels: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z.

Origin Signature: _____ Origin Date: _____ Destination Signature: _____ Destination Date: _____

At destination, this process will be reversed. The delivering driver will ask you to review the condition of the vehicle and sign the destination receipt or BOL. This signature acknowledges the vehicle condition is as noted and completes the transaction. If you note any change in the condition of your vehicle, it's crucial that you photograph it and contact your KATS Consultant as soon as possible.

If you are unable to inspect the vehicle (darkness, weather), this must be noted on the bill of lading.

Please note: You have a responsibility to note exceptions or damage to a vehicle prior to receiving the vehicle at destination. Carrier is not responsible for normal wear and tear items. Damage not noted upon delivery will not be processed or paid.