



KA Transportation Services, Inc.

Vehicle Pre-ship Instructions

KA Transportation Services (KATS) is proud to have been selected for your vehicle relocation service.

For your convenience, below you will find a detailed pre-ship checklist for your review at your leisure. The checklist contains important information about preparing your vehicle for a successful relocation.

Please feel free to contact us directly via email or by phone should you have any questions. We look forward to providing you excellent service!

Kindest regards,

John Roehll

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See below:

Please note: Damage or exceptions not documented upon delivery will NOT be honored by the carrier or KATS. Please document (take pictures, etc.) while the driver is still present. Once the driver leaves, there is nothing we can do. If the conditions do not allow an accurate inspection (darkness, weather), it is important to document this with the driver present.

General Guidelines:

- **The vehicle must be in good operating condition. The vehicle must start, have steering and brakes. If you have a manual transmission, a working emergency brake is required.**
- All doors and windows must work properly.
- Generally, the vehicle will be picked directly by the carrier. If they cannot safely get the transport to your pick-up location, you (or your representative) might need to meet the driver at a safe location.
- Please advise us if you have made any modifications to your vehicle such as 4x4 lift kits, camper shell, and vehicle lowered, any after-market equipment that may affect ground clearance or overall dimensions of the vehicle, etc. Open carriers require at least 4" of ground clearance to safely load.
- ***KATS pays the driver/carrier. If the driver asks for payment, contact KATS immediately.***

Scheduling:

- Please do not schedule your vehicle pick up on the day of your departure flight.
- KATS will try to accommodate your schedule for the pick-up and delivery. We typically require a **2-day** window to schedule and route a carrier to your location
- If you have an alternate person releasing or accepting your vehicle after the order is setup with us, please let us know, we need their contact information.
- Notification of the cancellation or postponement of a confirmed pick up or delivery must occur at least **one day prior** to the scheduled date. Please be aware that the cancellation or postponement of a confirmed pick up or delivery on the same day as scheduled may be subject to a cancellation fee.
- You will receive a call to schedule a window from the driver for your pick-up on the day of or evening prior to the pick-up
- The driver or carrier will contact you again for delivery.

Preparing Your Car for Shipment:

- Please make sure the vehicle has no obvious fluid leaks (oil, fuel, brake fluid, transmission fluid, etc.). By DOT regulation, KATS cannot transport any vehicle leaking fluids.
- The vehicle should be clean for an accurate origin physical inspection. Failure to provide a clean vehicle decreases the ability to perform a proper inspection. A basic exterior rinse off is all that is necessary. KATS does not recommend having your vehicle "detailed" prior to shipping as your vehicle is subject to the same road conditions (dirt, dust, road grime, salt) as it would if you were driving.
- We prefer the gas tank have no more than (1/2) tank of fuel.
- All alarm systems must be disconnected, disabled, or turned off. If your vehicle has a factory-installed alarm, please include the key "fob" so that we may turn off the alarm if it is engaged during the shipping process. Any after-market alarm systems must be completely disabled prior to shipping.
- If your vehicle is equipped with a GPS tracking system (such as OnStar), please notify your service provider that your vehicle is being transported. This will eliminate your receiving false theft reports.
- All antennas must be fully retracted or removed.
- All engine components (i.e. battery, air filter cover, fluid tank caps) must be properly secured.
- **KATS nor Carrier is responsible for damage or delay caused by Acts of God, such as weather, riot, pandemic, strike or war.**
- The spare tire and jack must be properly secured.

- **Please remove all personal belongings** (except standard vehicle items such as the jack and spare tire) from your vehicle. Non built-in radios, cassette decks or CD players, car phones, garage door openers, **Toll-Tag transmitters**, cassettes, CDs, loose change, etc. should be removed. **KATS, nor the Carrier, is responsible for any personal items left in the vehicle and will not be responsible for any items that are lost or damaged. Vehicles are left unlocked during transit and the carriers are generally not licensed to transport household goods.**
- Please remove exterior spare tire cover, grill covers, car covers, after market sunroof visors, or any other exterior accessories that may become loose or dislodged during shipping. Pick up truck bed covers should be retracted or removed.
- Plants, pets, firearms, drugs and alcohol and all hazardous materials are forbidden by law to be transported.
- You must provide one set of ALL keys (doors, trunk, ignition, glove box) for the vehicle.
- Non-permanent luggage, bike, or ski racks must be removed.

Prepare your vehicle for the new climate. This may include engine coolant, transmission fluid, fuel, washer fluid, and other fluids.

Vehicle Inspection Requirements

- You or your assigned representative (delegate) should present for the inspection at time of pick-up and at delivery.
- At the time of pick-up, the Carrier representative will perform a complete inspection on the exterior of your vehicle with you. Any existing damage will be noted on the Carrier Bill of Lading.
- The Carrier does not inspect or inventory the interior areas of the vehicle and will not be responsible for any interior damage unless it can be shown to be the direct result of negligent handling during the shipment process.
- You or your representative will be asked to sign the Bill of Lading and condition report at both origin and destination.
- Upon delivery of your vehicle, you are responsible for confirming that your vehicle's condition is the same as when it was picked-up.
- At times, weather conditions (temperatures below freezing, snow, rain) may prevent you or the Carrier from performing an origin or destination inspection.
- If you can not effectively inspect your car, please make sure the driver notes that on the bill of lading.
 - Please note on your Bill of Lading that the car is being delivered dirty when you receive the car.
 - Please be sure to have the vehicle washed, re-inspect the exterior of the vehicle and report any new damage within 24 hours of receiving your vehicle.

- Carrier retains the right to refuse any vehicle that it deems unfit or unsafe
- **ANY new damage MUST be noted on the destination Bill of Lading at time of receipt of your vehicle. Any damage reported after receipt that was not noted on the BOL, is subject to denial. If there are specific conditions (i.e. rain, dirty car, darkness) that prevent a proper inspection from being performed at destination, that reason must be clearly noted on the BOL.**

If you have any questions or concerns please notify us immediately

Kindest regards,

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