

◆ GUIDELINE/FEE NOTICE ◆

Effective Immediately

09/14/2022

Dear Customer,

This notice will encompass guidelines to use when placing your initial order, the subject of fees that incur after your purchase order is placed, and fees that incur after your order ships from our location. Customers are liable for all incurred fees.

Guidelines to use when placing your initial order:

Reduce the cost of late fees. Provide a verified accounts payables email addresses *each* time an order is placed.

Reduce re-delivery fees from the freight carrier. Provide a verified contact name and phone number of the person who is receiving the order, *each* time an order is placed.

Is a phone call requested at time of delivery? Provide a verified contact name and phone number of the person who is receiving the order, *each* time an order is placed. Most freight companies bill an extra fee for requested phone calls at time of delivery.

Reduce residential delivery fees. Verify if the delivery address in a residential neighborhood or a commercial neighborhood. Certain freight companies bill commercial business as a residential delivery fee when they are in a residential neighborhood.

Reduce liftgate Fees. Verify if there is going to be a need for a liftgate at time of Delivery? This is an extra cost.

Fees that incur after your purchase order is placed, and fees that incur after your order ships from our location:

- Accessorial Fees
- Deficit Weight Fees
- Liftgate Fees
- Re-delivery Fees
- Residential Delivery Fees
- Reweigh Fees
- Unattended Delivery Fees
- Freight Tariffs
- Phone Call Fees
- Late Payment Fees

Due to the rising cost of logistics and regulation changes beyond our control, we can longer absorb the cost the above-mentioned incurred fees, that take place after your order is shipped.

Please share this announcement with your accounting and sales teams, within your organization when applicable.

Kevin J Peters

Kevin J. Peters—President Innovative Moving Systems, Inc.
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-SAVING ENERGY- Closed Fridays

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