

ALLIED VAN LINES, INC. - 1018 So. Wabash Ave., Chicago 5, Ill.
INVENTORY - SHORTAGE AND DAMAGE REPORT

AVL FORM 440

AVL Reg. No. 5093

Shipper Lt. Colonel Hart G. Foster, From Atlanta, Georgia. (Street) 175 Avery Drive, N.E. Loaded at Residence <input checked="" type="checkbox"/> Loaded at Warehouse <input type="checkbox"/> Booked by O K Storage, Atlanta, Georgia.	Consignee Lt. Col. Hart G. Foster, To Tyron, N.C. (Street) Melrose Avenue, Garage Apt. Notify c/o Mr. Avant's residence. (Street) Winton 3079 Destination Agent Hauler Arlington Stg. Co., Arlington, Mass.
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CONDITION SYMBOLS

B-broken: CH-chipped: L-loose: OW-ordinary wear: PBS-prepared by shipper: R-rubbed: S-soiled: SC-scratched:
Short-short: T-torn: WRPD-wrapped: Z-cracked.

PC NO.	LOADED		NAME OF ARTICLE	UNLOADED		PC NO.	LOADED		NAME OF ARTICLE	UNLOADED	
	Check	Condition		Check	Condition		Check	Condition		Check	Condition
1	MS.		Coffee table	MS.		34			Chr. Glass		
2	torn		Box Bed rubber	torn		35	MS.		table drop leaf		
3			Box Bed			36			Down and pillow rest		
4			Box Bed (2) Right			37			Box Bed		
5			Box Bed 2			38	MS.		Sewing Machine		
6			Box Bed 2			39	MS.		Chest Linen		
7			Patched Straps			40			Trunk		
8			2 chairs			41			Trunk Maple		
9			1 trunk Locked			42	MS.		Trunk lock chair		
10	MS.		Office tray			43			3 crates camo pads		
11	Loose		Wicker chair B			44			1 horse Box		
12			Wicker chair B			45			1 Metal Hook		
13			Wicker chair B			46			1 Step Ladder		
14			Chr. Ekt. stool			47			1 small Break case		
15	MS.		wicker loose			48					
16			Chr. lamp shade open			49					
17			Wicker tray			50					
18			Chr. Curtains			51					
19			1 Ball curtain Rack			52					
20			2 Ball chairs wicker			53					
21			3 Balls wicker C			54					
22			3 Balls wicker C			55					
23	MS.		Wt table			56					
24	MS.		Box case			57					
25	MS.		Box case Refurb			58					
26	MS.		Box case			59					
27			1 Ball Mattress			60					
28			1 Ball Mattress			61					
29			1 Ball Mattress			62					
30	MS.		Trunk chair			63					
31	MS.		2 Wicker chairs			64					
32			2 crates			65					
33			3 Balls								

IMPORTANT

To shipper or party signing this report. DO NOT SIGN this report unless all articles have been checked and visible damages and shortages noted hereon. NOT VALID unless signed by all parties in spaces provided.

DELIVERY RECEIPT

I acknowledge receipt of all goods transported and agree that the goods were delivered in same condition as at time of loading, except for shortage or additional damage as noted above.

Shipper Shipper's Agent

Warehouseman Driver

Signed _____

Driver Lawrence E. Teal Van No. 265

Hauling Agent Arlington Storage (City) 19

Date Loaded 5/1/51

Van Lot No. 3 Set.

SHIPPERS COMMENTS

Was Driver Courteous?

Did Driver Unpack?

Do you desire company to write you regarding handling of your shipment?

Owner Owner's Agent Warehouseman

Signed _____

Driver Lawrence E. Teal Van No. 265

Delivery Agent Arlington Storage (City) 19

Date Delivered _____

Delivered to Residence Yes

Delivered to Warehouse _____ (NAME OF WAREHOUSE) (CITY)

DUPLICATE - SHIPPERS COPY - To be given to party signing at time of loading.

(Follow Instructions on Back)

INSTRUCTIONS TO BOOKERS

- Step 1** — Agents who book shipments will furnish drivers with a set of Inventory Shortage and Damage Reports (IS&D) consisting of an original and three copies upon which he has typed all available information in the heading.
- Step 2** — When a shipment originates at a point other than the booker's city a set of IS&D reports with heading completed shall be forwarded with shipping papers to origin agent or as directed by Allied.

INSTRUCTIONS TO DRIVERS

- Step 1** — Driver must have an IS&D report on every shipment.
- Step 2** — When you arrive at point of loading determine approximately the number of pieces in shipment and then number tags and stickers starting with number one and continuing one tag or one sticker for each article to be loaded. Also show the Van Lot Number on each tag or sticker in the place provided. This Van Lot Number means the order in which you load various lots on the van. Always show the number on the IS&D report in place provided and be sure the numbers correspond on tags, stickers, and report.
- Step 3** — When inspecting load place a tag or sticker on every article. It is VERY IMPORTANT that every Barrel, Box, Carton, Crate and Trunk be listed by name. Example: If No. 1 is a carton write carton in line No. 1, etc., in other words every Barrel, Box, Carton, Crate and Trunk must be named in the line representing the number. The same is true with all damaged articles. Each article that has evidence of damage at time of loading is to be listed, giving the name of the article and the condition. In describing condition use symbols shown on report. Example: If No. 2 is a dining room table with a broken leg, write DR table opposite No. 2 and show condition in column provided under "Loaded", as Leg B. See example.

PC. NO.	LOADED		NAME OF ARTICLE	UNLOADED	
	"✓"	CONDITION		"✓"	CONDITION
1			Carton		
2		Leg B	DR Table		

- Step 4** — As each piece is loaded on to the van, check the tag or sticker number on the IS&D report to see that every article is loaded. Put check mark in space provided. After the shipment has been loaded and all pieces accounted for have the shipper, his agent or warehouseman sign acknowledging condition and number of pieces loaded. Sign your own name, van number, name of your company and also be sure to show date loaded.
- Step 5** — Remove white copy and give to shipper, his agent or warehouseman. (It will snap out leaving the carbon to be used at time of delivery at destination.)
- Step 6** — When loading from warehouse, follow same procedure as when loading from residence, steps 2, 3, 4, and 5.
- Step 7** — When unloading check each tag or sticker carefully for lot number and piece number. As you unload each piece check it off in the same manner used in checking load on. Be sure all piece numbers are checked and all pieces are accounted for. If you are short any piece, check your van at once. The lot number will enable you to readily find the missing piece if it is mixed with another lot having a different Van Lot Number. If an article has been damaged in transit, write the name of the article in the space provided opposite the number. Describe nature of damage by the symbol in the unloaded column opposite the article. Example:

PC. NO.	LOADED		NAME OF ARTICLE	UNLOADED	
	"✓"	CONDITION		"✓"	CONDITION
3	✓		Piano	✓	Top S

- Step 8** — **PERMANENT STORAGE:** If a shipment is billed to a warehouse, give warehouseman AGENTS EXTRA COPY as his receipt. The warehouseman shall sign the ORIGINAL and HAULERS COPY of the IS&D report the same as the shipper would if shipment was delivered to his home. These with all other shipping papers, are to be sent to your home office immediately.
- TEMPORARY STORAGE:** If a shipment is delivered to a warehouse for temporary storage driver will remove HAULERS COPY and AGENTS EXTRA COPY of the IS&D report and show any additional damage or loss in the "Unloaded" column, have warehouseman sign HAULERS COPY and driver send it to his home office at once. Leave the ORIGINAL and AGENTS EXTRA COPY which he used as his receipt, and other shipping papers with the warehouseman. If temporary warehouseman is also delivery agent he will obtain shippers receipt on the ORIGINAL IS&D report and forward to AVL, General Office, Chicago, Illinois with other shipping papers. If delivery agent is other than temporary warehouseman delivery driver will prepare a new set of IS&D reports showing condition when taken from warehouse and this must be signed by warehouseman and driver. ORIGINAL IS&D report without any additional notations of loss or damage is to be given driver, but warehouseman will keep the extra copy of the ORIGINAL set for his record. When delivering hauler makes delivery he will obtain receipt from shipper or his agent on the ORIGINAL IS&D report which was made at point of origin and this ORIGINAL with the ORIGINAL TRANSFER IS&D report must be sent to drivers home office with balance of shipping papers. When shipment is transferred from Van to Van the same procedure shall be followed.
- Step 9** — If it is necessary to use a second set of IS&D reports, mark second set with letter "B" in space provided. If three or more sets are used mark them in alphabetical sequence, C, D, E, etc. When more than sixty-five pieces are received prefix each piece number of second set with letter "B", the third set with the letter "C" etc. Tags and stickers must be lettered and numbered the same as on the IS&D report.
- Step 10** — The destination agent, where one is designated must be contacted and agents extra, (4th copy) of IS&D report handed to him at time of delivery unless same has been previously delivered to a warehouse.