



KA Transportation Services Vehicle Self Inspection

KA Transportation Services is proud to have been selected for your vehicle relocation! We are looking forward to serving you and exceeding your expectations.

A successful relocation begins with great preparation. Below are a few tips for preparing your vehicle for transportation:

- *Your vehicle should be in good running order.*
 - *The vehicle should roll, steer and brake and not require a jump start or any special handling requirements*
 - *If equipped with an emergency brake, it should function as well.*
 - *The vehicle should not be leaking any fluids, remember we are shipping other cars with your!*
 - *Driver's side window should roll up and down without issue and driver's side door should open.*
- *Remove all personal items from your vehicle as if you are trading the vehicle in. Personal items are allowed in the vehicle.*
- *Please have between ¼ and ½ of a tank of gas in your vehicle.*
- *Pets, plants, firearms, alcohol, drugs or any other hazardous materials cannot be in your vehicle.*
- *Please deactivate any factory or aftermarket alarm systems and remove toll tags and garage openers.*
- *KARS will require one set of keys to the vehicle.*
- *The vehicle should be clean (not detailed) for proper inspection.*

Capturing the vehicles condition at origin and at destination is a big part of the vehicle preparation. Please find the process below that will allow you to perform a self inspection with any smart device with a camera. The process is very easy to follow and will save a significant amount of time at check in as you can perform the inspection at your convenience. At destination, the process of inspection will be the same. It is important to document and take photos of defined condition changes at destination as exceptions that are not documented, may not be covered. Your KARS Service Consultant will be available to answer your questions should you have any.

Thank you again for the opportunity to serve you. Please feel free to contact us at anytime should you have questions.

Self Inspection Instructions:

The self-inspection is intended to simplify and document the beginning condition of the vehicle. This is important as it protects both you, the customer and the driver or those that may handle the vehicle. The origin inspection is the most critical. KA Transportation Services has chosen to allow you to perform the inventory prior to pick up.

- Make sure the vehicle is clean. It does not have to be detailed. This allows for a more accurate documentation process
- Remove any personal items such as toll tags, personal information in the glove compartment, garage door openers, etc.
- Use your smartphone camera, or other digital recording device to provide photo documentation
- Make sure you have good lighting
- Outline below are the 10 minimum pictures you want to take.
- Make sure a document the mileage on the odometer and the interior condition, especially if there are exceptions
- You should take specific pictures of damage or other exceptions that you feel are important.
- When you have completed the inspection, review the pictures
- If you are satisfied, please for the pictures to you consultant for review.

When the driver comes to pick up the vehicle, they will perform a quick inventory as well and should leave you a copy of the bill of lading (BOL). The BOL is the official document that is a binding agreement between the carrier and the customer. They will ask you to sign and date the BOL or pick up receipt.

The origin inventory is completed! The process will be reversed at destination. The delivering driver will ask you to review the condition of the vehicle and sign the destination receipt or BOL. This then acknowledges the vehicle condition and completes the transaction. If there are exceptions at destination, it is best to photo document those as well. Should an exception be noted, please contact your service consultant.

