

Household Goods Moving Services – INSTRUCTIONS and EXCLUSIVE MOVER CONTACTS (SMU Agents)

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2 ----- EMPLOYEE RESPONSIBILITIES -----

1. Contact SMU AGENTS (listed on page 3) for household goods, vehicle and lab equipment moves.
2. Obtain estimates from one to four of the SMU AGENTS as required by department. Getting at least two estimates is recommended so you have a price comparison before making a decision.
3. Discuss Full Value Protection coverages with the moving company contact to fully understand coverages. Request a cost estimate for *additional coverage* if desired or required.
4. PACKING: When new hire wishes the moving company to pack their personal belongings, the origin agent will arrange to have belongings packed. *NOTE: packing cannot be done by moving company drivers.
5. **Department/Division Relocation Contact**: Person assigned in department and/or division to process relocation paperwork for new hire and enter purchase order as required for the move.
6. Ask your hiring manager for name and contact information of your Department/Division Relocation Contact

3 ----- DEPARTMENT/DIVISION RESPONSIBILITIES -----

1. Provide new hire RELOCATION INSTRUCTIONS document(s) with SMU AGENT contact information.
2. Determine and communicate to new hire the move allowance parameters for their relocation.
3. Department/Division Relocation Contact communicate to new hire that all relocation expenses and lump sum payments are considered TAXABLE INCOME whether SMU pays on behalf of the employee or reimburses employee. SMU reports payment for all moving expenses as taxable income through payroll with appropriate withholding taxes.
4. When using EXCLUSIVE MOVERS
 - a) Enter an eProcurement requisition to selected SMU AGENT no matter if SMU is paying for ALL or a PORTION of relocation expenses.
 - b) PURCHASE ORDER REQUIREMENTS:
 - When SMU pays ENTIRE AMOUNT, PO total will be the full estimate amount.
 - When SMU pays a SPECIFIED

4 ----- EXCLUSIVE MOVERS – SMU AGENT CONTACT INFORMATION -----

A-1 Freeman Moving Group - North American Agent *** *SMU Supplier ID # 21097*
2242 Manana Drive, Dallas, Texas 75220
www.a-1freeman.com

Primary Contact: Mireya Ducot
Email: eandi@a-1freeman.com
972-506-1729 – E&I direct line

Alternate Contact: Jonathan Hightower
972-556-1777 – direct

Armstrong Relocation - United VanLines Agent *** *SMU Supplier ID # 37*
1405 Crescent Drive, Carrollton, Texas 75006
<http://dallas.armstrongrelocation.com>

5 ----- EXCLUSIVE MOVER SERVICES -----

Standard Services include:

- Household moving
- International moving
- Top-rated drivers
- Packing, custom crating and unpacking
- Valuation Coverage/Insurance
- Vehicle transportation

Additional Services may include: