

AGREEMENT

Alabama Correctional Industries Moving Services guidelines for equipment and furniture relocation.

ACI will move desks, chairs, credenzas, bookcases, file cabinets,(unloaded) and boxes of files and/or other office items.

ACI cannot be responsible for the moving of computers, telephones, copy machines or any delicate electronic equipment and therefore cannot move these items without explicit instructions from the client where ACI cannot be held responsible for these items. ACI cannot be responsible for moving personal property unless boxed and taped. ACI cannot move loaded lateral file cabinets due to weight. ACI cannot move furniture that has been custom fit into certain office spaces or permanently installed in offices until it is disassembled into manageable sections. If ACI disassembles these items, this service will be separately quoted.

Due to liability concerns moving inside buildings, ACI cannot be responsible for damages to furniture or the building other than what might be considered "normal" for moving wear and tear as determined by both ACI and the Tenant. Therefore, it will be the responsibility of the building tenant to provide appropriate protection to doors, floors and walls as determined by the Management of said tenants.

The Moving Services of Alabama Correctional Industries exists to save Government offices money and the use of inmate labor is the tool by which we accomplish our goals. While virtually all our "free-world" supervisors have furniture transport experience, our inmate crews are subject to periodic turnover and therefore cannot be expected to have the same skill sets as professional movers. Consequently damage does sometimes occur. ACI will do its best to keep such damages to a minimum and pledges to make every effort to rectify such damages to the customer's satisfaction.

I accept and agree to the guidelines for the Moving Services of Alabama Correctional Industries.

Employee: _____ Title _____
(Employee in authority as Tenant)

Name of Government Office: _____

Date