



# CHANGE ORDER ALLIED VAN LINES, INC.

P.O. BOX 4403, CHICAGO, ILLINOIS 60680, TELEPHONE (630) 717-3000

REGISTRATION NUMBER

SHIPPER \_\_\_\_\_ PHONE \_\_\_\_\_ CONSIGNEE \_\_\_\_\_ PHONE \_\_\_\_\_

ASSOCIATED WITH: \_\_\_\_\_

ORIGIN: CITY/STATE \_\_\_\_\_

DESTINATION: CITY/STATE \_\_\_\_\_

A CHANGE ORDER is an Amendment to the Contract between the Shipper and the Carrier and is MANDATORY on all shipments which do not meet the terms and conditions set forth on the ESTIMATED COST OF SERVICES, the ORDER FOR SERVICE, the BILL OF LADING, the GOVERNMENT BILL OF LADING or any Purchase Order or Letter of Authorization received by Carrier from a National Account Shipper.

CHANGE ORDER Completed:  Prior to Loading  At Time of Loading  En Route  At Time of Delivery

ITEM	WAS	CHANGE TO
PACKING DATE		
AMOUNT OF PACKING OR UNPACKING		
AGREED LOADING DATE OR PERIOD		
AGREED DELIVERY DATE OR PERIOD		
ORIGIN STORAGE-IN-TRANSIT OR NON-TEMPORARY STORAGE		
DESTINATION STORAGE-IN-TRANSIT OR NON-TEMPORARY STORAGE		
DELIVERY ADDRESS AND TELEPHONE		
DESTINATION AGENT AND TELEPHONE		
ESTIMATED WEIGHT		
ADDITIONAL SERVICES REQUESTED		
ESTIMATED COST OF SERVICES		
110% RULE COMPUTATION		
OTHER		

REASON FOR CHANGES:

A new Change Order must be completed each time the Shipper or Shipper's Representative requests or approves changes to services previously ordered. **DO NOT AMEND** a Change Order after it has been signed by the Shipper.

If the changes were made by the carrier for carrier convenience and the shipper did not approve the changes, it is not necessary to give a copy of the Change Order to the Shipper nor to obtain the Shipper's signature.

THE ABOVE CHANGES WERE REQUESTED OR APPROVED BY THE SHIPPER OR THE SHIPPER'S REPRESENTATIVE.

THE ABOVE CHANGES WERE MADE BY THE CARRIER FOR CARRIER'S CONVENIENCE, WITH SHIPPER NOTIFICATION.

SHIPPER ACKNOWLEDGES RECEIPT OF THIS CHANGE ORDER WHICH AMENDS THE CONTRACT BETWEEN THE SHIPPER AND THE CARRIER.

SHIPPER OR SHIPPER'S REPRESENTATIVE  \_\_\_\_\_ DATE \_\_\_\_\_

SHIPPER'S SIGNATURE OBTAINED BY  \_\_\_\_\_ TITLE OR CODE \_\_\_\_\_

ISSUING AGENT \_\_\_\_\_ TITLE OR CODE \_\_\_\_\_

CHANGE ORDER COMPLETED BY  \_\_\_\_\_ DATE \_\_\_\_\_

NAME OF PERSON CONTACTED \_\_\_\_\_ DATE / / \_\_\_\_\_

METHOD OF CONTACT  TELEPHONE  IN PERSON  TELEGRAPH TIME \_\_\_\_\_  AM  PM

### RESPONSIBILITY FOR DISTRIBUTION

IF THE CHANGE ORDER IS SIGNED BY THE SHIPPER OR THE SHIPPER'S REPRESENTATIVE, THE PERSON WHO OBTAINED THE SIGNATURE IS RESPONSIBLE FOR DISTRIBUTING ALL COPIES.

IF THE CHANGES WERE MADE BY THE CARRIER FOR CARRIER CONVENIENCE, THE PERSON WHO COMPLETED THE FORM IS RESPONSIBLE FOR DISTRIBUTING ALL COPIES.