



Envelop by McClain, LLC | Moving Tariff

Envelop by McClain LLC
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• **Business Hours:**

Day	Hours
Monday–Saturday	7:00 AM – 8:00 PM
Sunday	9:00 AM – 6:00 PM

• **FMCSA Licensing/Operating Numbers:**

USDOT 4446747 • MC 1751721

• **Tariff Content Manager:**

David McClain (CEO)

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• **Effective Date:**

September 1, 2025

• **Service Area:**

Local and long-distance moving within the continental U.S., focusing on the DMV (DC, Maryland, Virginia).

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Definitions

Estimates

- **Binding Estimate:** A written estimate guaranteeing the total charge will not exceed the stated amount.
- **Non-Binding Estimate:** An estimate based on a visual survey; final charges may vary.
- **Ceiling Estimate:** A non-binding (not-to-exceed) estimate that sets the maximum total charge a customer will pay for specified services, as outlined in the Written Estimate. Final billing is based on actual labor time, mileage, weight, and any additional services authorized by the customer. If actual costs fall below the ceiling amount, the customer pays the lower, actual total.

Billing & Coverage

- **Hourly Billing:** Local moves billed in 30-minute increments after a 2-hour minimum; applies to local moves and labor-only services (see Section 7).
- **Weight-Based Billing:** Long-distance moves based on certified shipment weight (see Section 9).
- **Basic Liability Coverage:** Default FMCSA liability of \$0.60/lb per item (see Section 12).
- **Full-Value Protection:** Optional coverage at \$25 per \$1,000 declared value (minimum \$150; see Section 12).

Services & Access

- **Accessorial Service:** Additional services such as packing, stair carry, and equipment (see Sections 4–6).
- **Long Carry:** Per move ≥ 100 ft straight-line distance from truck to entrance (see Section 5).
- **Overnight Hold:** Temporary storage on our truck when delivery is delayed.
- **Site Access & Permits:** Customer-obtained permits or clearances required for service access.

- **Elevator & Stair Condition:** Status of building elevators and stairways affecting service feasibility.
- **Flight of Stairs:** A continuous run of 8 or more steps.

Items & Materials

- **Household Goods:** Personal effects and property used in a dwelling.
- **Large Appliance:** Refrigerators, washers, dryers, stoves, ovens, freezers (see Non-Standard Items).
- **Standard Pieces:** Typical residential furniture items up to 100 lbs (see Appendix D).
- **Non-Standard Pieces:** Items requiring specialized handling or oversized transport (see Appendix D).
- **Customer-Provided Materials:** Packing materials or appliances supplied by the customer.
- **Valuables & Personal Items:** Cash, jewelry, medications, documents not covered unless declared.
- **TV & Monitor Coverage Requirement:** TVs and monitors must be packed in approved boxes to qualify for coverage.

Conditions & Limitations

- **Pre-Existing & Concealed Conditions:** Existing property defects or hidden damage beyond mover control.
- **Packing Responsibility & Valuation:** Requirement to use our packing for full-value coverage; self-packed items revert to basic liability.
- **Inclement Weather:** Weather conditions that may delay or suspend service.
- **Time Windows & Delays:** Estimated pickup/delivery windows subject to change; delays may incur fees.
- **Cancellation & Rescheduling Fees:** Charges for itinerary changes or cancellations outside policy.
- **Claim Filing & Documentation:** Requirements and deadlines for reporting loss or damage.
- **No-Smoking & Hazardous Environments:** Conditions under which service may be refused.
- **Force Majeure:** Events beyond reasonable control that excuse performance.
- **Right to Subcontract:** Envelop by McClain's prerogative to engage subcontractors under the same terms.

2. FMCSA Notices

- You may request the “Your Rights and Responsibilities When You Move” booklet.
- Written estimates & valuation options provided in advance.
- Tariff governed by 49 CFR Part 375.
- More info: <https://www.fmcsa.dot.gov/protect-your-move>

Maryland customers may contact the Maryland Public Service Commission, Transportation Division, at (410) 767-8000 or online at www.psc.state.md.us for information about their intrastate moving rights.

3. Scope of Services

- **Local Moving (Intrastate):** Moves within 100 miles, including loading, transport, and unloading. Pricing subject to details in Section 7.
- **Long-Distance Moving (Interstate):** any move that crosses state lines billed per details in section 9.
- **Residential & Commercial Moves:** Service for homes, apartments, and businesses of all sizes.
- **Packing & Unpacking:** Full-service packing and unpacking utilizing industry-grade materials; shrink wrap and tape are included, and furniture blankets are provided free of cost when service is purchased but must be returned. Packing boxes and other non-consumable materials are provided at additional cost (see Section 4).
- **Labor-Only Services:** Provision of labor-only for loading, unloading, packing, and unpacking without transportation; charged at the hourly rates in Section 7 (3-hour minimum, 30-minute increments). Any packing materials used are subject to the pricing and details outlined in Section 4.
- **Furniture Disassembly & Reassembly:** Professional dismantling and reassembly of large or complex furniture items to ensure safe transport and setup; included in the hourly rate for local (intrastate) moves and charged as an accessorial service for long-distance (interstate) moves (see Section 5).
- **Furniture Delivery Services:** Transport and delivery-only service for items provided by antique shops, furniture retailers, and private sellers (e.g., online marketplaces); includes loading, secure transport, and unloading at destination (does not include assembly/disassembly; see Furniture Disassembly & Reassembly in Section 2 and Section 5 for pricing).

- **TV Dismounting:** Safe removal of wall-mounted TVs up to 60"; TV mounting services are not provided. We will not dismount TVs over 60".
- **Junk Removal Flat-Rate Packages:** Flat-rate packages for removal, hauling, and disposal of non-hazardous items (see Section 5: Junk Removal Flat-Rate Packages on a 15–17 ft box truck).
- **Protective Equipment:** Provision and application of dollies, furniture pads, shrink wrap, straps, and basic tools.
- **Customer Communication & Tracking:** Real-time updates via SMS/email and dedicated move coordinator support.

4. Additional Services

Packing & Unpacking Services:

Available as an add-on to any move (no hourly minimum; materials billed per Section 4); or as a stand-alone labor-only service, billed at Section 7 rates with a 2-hour minimum and 30-minute increments. Industry-grade packing and unpacking materials used; shrink wrap and tape included; furniture blankets provided (see Section 4. Subject to rental and return agreements)

Furniture Delivery Service

Envelop by McClain offers premium, furniture and appliance delivery services. Charges include truck, moving equipment, and two professional movers. Wrapping, handling, and placement in the customer's home are included. This service includes up to three standard pieces. Additional items may be accommodated and are billed according to the add-on rates in this tariff. Assembly is also available at an additional cost.

Mileage Calculation:

Delivery charges are based on the total one-way distance traveled, which includes the mileage from dispatch to the pickup location plus the mileage from pickup to the delivery location.

Zone-Based Pricing (includes up to three standard pieces per job):

- **Zone 1** (0–20 miles total): **\$250**
- **Zone 2** (21–30 miles total): **\$350**

- **Zone 3** (31–40 miles total): **\$425**
- **Zone 4** (41–50 miles total): **\$500**
- **Zone 5** (51–60 miles total): **\$550**
- **Beyond 60 miles total: \$550 plus \$4.75 per mile (one-way) for each mile beyond 60 miles**

Note: Furniture delivery mileage is calculated on a one-way total (dispatch to pickup plus pickup to delivery) because these services are scheduled as single-trip deliveries for efficiency.

Coverage:

All furniture delivery services are subject to the same liability coverage rules as household moves:

- Released Value Protection at \$0.60 per pound per article (no additional charge), or
- Full Value Protection at \$25 per \$1,000 declared value (with a \$150 minimum).

Coverage applies to all delivery services unless expressly waived in writing by the customer, and exclusions listed in the “Items We Cannot Move” policy apply.

Additional Items: Jobs include up to three standard pieces. Additional items may be accommodated and are billed according to the add-on rates in this tariff

\$25–\$150 each, depending on size and complexity (e.g., small chairs or lamps \$50; dining tables or medium dressers \$100; large sofas or armoires \$150).

- **Standard pieces:** Chairs; side tables; nightstands; end tables; single-drawer dressers; coffee tables; ottomans; bookcases; bed frames; small desks; sofas; sectionals; flat-screen TVs (up to 60").
- **Non-standard pieces:** Pianos; hot tubs; modular shelving units; aquariums; or similarly oversized/fragile items require individual quotes.
- **(See Appendix D for a list of examples of standard vs. non-standard pieces.)**

TV Dismounting: \$50 per TV up to 60"; or package of up to 3 TVs for \$100 (includes cable disconnect and bracket removal).

Junk Removal Flat-Rate Packages: Labor, transport, and disposal included up to specified volume on a 15–17 ft box truck (~735 cu ft capacity):

- ¼ Truckload (~185 cu ft): \$250

- ½ Truckload (~370 cu ft): \$450
- ¾ Truckload (~555 cu ft): \$650
- Full Truckload (~735 cu ft): \$800
- Disposal Fees: additional \$30 per mattress or box spring.

Furniture Disassembly & Reassembly: \$50–\$100 per item (for dismantling and reassembly on long-distance moves; included in local hourly rate).

Overnight Truck Hold: \$250 for first night

Storage-in-Transit (SIT)

For shipments requiring temporary storage beyond one night:

First Day of SIT: \$250 (includes unloading, securing, and staging).

Additional Days: \$100 per day.

Weekly Option: \$600 per week (flat rate).

Conditions: SIT is provided in secured Envelop by McClain trucks, trailers, or partner facilities.

Redelivery from SIT is billed at the applicable hourly rate for local moves or linehaul rate for interstate shipments.

Access to shipments in storage (partial delivery or inspection) is subject to a \$150 handling fee plus applicable labor.

SIT is limited to a maximum of 90 days unless otherwise agreed in writing.

Elevator Fee: \$50

Stair Carry (per flight): \$50

Long Carry (≥ 100 ft): \$75

Stand-By / Waiting Time: When crews are delayed at the origin, destination, or during transit due to customer readiness, building access, elevator queues, or conditions beyond Envelop by McClain's control, waiting time will be billed at the applicable hourly rate per mover, in 30-minute increments.

5. Packing Materials

Packing materials are available at an additional cost unless otherwise noted. Specialty Items listed below can be rented but must be returned at delivery or within 7 days to avoid

replacement fees. For pricing of purchasing specialty items outright please visit our online store.

Shrink Wrap & Tape

- Included in hourly rate for any service

Packing boxes: Prices are for purchase outright

16 X 12 X 12" Corrugated Boxes \$4

- Holds 1.5 cu. ft.

18 x 18 x 16" Corrugated Boxes \$5

- Holds 3 cu. ft.

18 x 18 x 24" Corrugated Boxes \$7

- Holds 4.5 cu. ft.

22 x 22 x 22" Corrugated Boxes \$9

- Holds 6.16 cu. ft.

24 x 24 x 18" Corrugated Boxes \$10

- Holds 6 cu. ft.

Moving Blankets

- Standard 6-Pack (includes six 36 oz. blankets):
\$135 per pack (outright purchase price)
- Provided free of charge when packing/unpacking services are purchased

Must be returned at unloading or within 7 days

Replacement fee: \$30 per blanket or \$135 per pack

Specialty Items: Prices shown are for **RENTAL** unless otherwise specified. For pricing and purchase of specialty packing items outright visit our online store.

Wardrobe Boxes (each includes metal hanging bar)

- Small UPSable (24×20×34"): \$12 each
 - Replacement fee: \$25
- Standard (24×20×46"): \$15 each
 - Replacement fee: \$30
- Tall (24×22×60"): \$20 each
 - Replacement fee: \$35

Mattress Bags

- Price range: \$10-20
Replacement price: \$20–\$50 each depending upon size/type

Dish & Glass Pack Kits

- Dish Pack Kit (26×14×12", 275lb double-wall): \$10 each
 - Replacement fee: \$15
- Small Glass Pack Kit (16×12×9"): \$5 each
 - Replacement fee: \$10
- Large Glass Pack Kit (24×12×12"): \$8 each
 - Replacement fee: \$15

Flat-Panel TV Boxes (available for sale or rental)

Must be returned at unloading or within 7 days. Replacement fee equals sale price.

TV Size Range | Dimensions (inches) | Replacement Price | Rental Price

32–37"	38×8×26	\$20	\$10
40–46"	46×8×30	\$25	\$15
50–55"	56×8×36	\$35	\$20
58–65"	64×8×40	\$45	\$25
70–75"	70×8×42	\$60	\$30

TV Size Range | Dimensions (inches) | Replacement Price | Rental Price

75–86"	82×8×50	\$100	\$35
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6. Specialty Item Charges

- Gun Safe (< 300 lb): \$200
- Gun Safe (300–500 lb): \$350
- Flat-Screen TV (> 60"): \$150 (we don't mount or dismount for this service.)
- Large Appliance: \$100
- Piano / Grandfather Clock: Quoted individually

7. Hourly Rates – Local Moves

Our local move rates reflect the premium level of care, efficiency, and professionalism you can expect from Envelop by McClain. Every move is performed by highly trained, uniformed crew members, using well-maintained equipment and protective materials to ensure your belongings are handled with the utmost care.

Standard Crew & Truck (Full-Service Local Move)

- **2 Professional Movers + Premium Moving Truck: \$175 per hour (2-hour minimum)**

Includes a fully equipped moving truck, protective blankets and shrink wrap for furniture, dollies, straps, and all standard moving tools.

Note: All moving blankets provided must be returned in accordance with our Blanket Return Policy (see Section 4).

Additional Crew Members

- **Each Additional Mover: \$75 per hour**

Adding movers can reduce total job time, increase efficiency, and enhance protection of your property.

Labor-Only Services (No Truck Provided)

Ideal for customers who require loading/unloading of rental trucks, storage units, or on-site rearranging of furniture.

- **2 Professional Movers (no truck): \$125 per hour (2-hour minimum)**
- **Each Additional Mover: \$75 per hour**

Labor-only crews will arrive with dollies and hand tools for disassembly/reassembly (if requested), but **no moving truck or blankets are provided**. Customers must supply their own transportation vehicle and any necessary protective supplies if blankets are not rented from Envelop by McClain.

Billing Increments

- After the 2-hour minimum, billing is calculated in **30-minute increments** for fairness and accuracy.

Example – 4.5 Hour Local Move with 3 Movers

Full-Service (with Truck)

- Base Crew (2 movers + truck): $\$175 \times 4.5 \text{ hrs} = \787.50
- Additional Mover: $\$75 \times 4.5 \text{ hrs} = \337.50
- **Total: \$1,125**

Labor-Only (no truck)

- Base Crew (2 movers): $\$125 \times 4.5 \text{ hrs} = \562.50
- Additional Mover: $\$75 \times 4.5 \text{ hrs} = \337.50
- **Total: \$900**

What's Included (Full-Service with Truck)

- Fully equipped moving truck
- Professional moving crew
- Protective furniture blankets and shrink wrap (per Section 4 return policy)
- Dollies, straps, and standard moving tools
- Basic disassembly and reassembly of standard furniture
- Safe transportation between your origin and destination

What's Included (Labor-Only)

- Professional moving crew

- Dollies, straps, and standard moving tools
- Basic disassembly and reassembly of standard furniture
- Customer provides vehicle, blankets, and transportation

8. Travel Charges

- **Note: Travel Fee** (based on distance from dispatch to pickup & back) and **Travel Time** (labor/time spent traveling from initial load to final unload destination) are separate.

Travel Fee (Local/Intrastate Moves)

When the initial pickup location is greater than **15 miles from dispatch (30 miles round trip)**, the following tiered Travel Fees apply:

- **Tier 1 (1-30 miles round trip): FREE**
- **Tier 2 (31-50 miles round trip): \$175 flat fee**
- **Tier 3 (51-75 miles round trip): \$225 flat fee**
- **Beyond 75 miles round trip: \$3.00 per mile** (measured round trip)

All distances are calculated via the most direct truck-accessible route from our dispatch location to the first pickup point and back.

Additional Stops (Interstate Moves Only):

Extra Pick-Up/Delivery Locations (Interstate): For premium interstate service, each additional pick-up or delivery location beyond the primary origin and destination will incur a **\$250 base charge**, which includes up to 30 minutes of on-site labor for a crew of up to three movers. Additional time is billed at **\$90 per 30-minute increment**. If more than three movers are required at the extra location, additional labor is billed at **\$45 per 30-minute increment per additional mover**. If additional crew must travel separately to the extra location, a travel surcharge of **\$1.65 per mile (one-way)** will apply per additional mover. Mileage is calculated from our dispatch location to the extra stop or from the nearest crew location, whichever is less. If the extra location requires travel more than 10 miles off the primary route, an additional **\$4.50 per mile (one-way)** will apply for the truck.

Scope of Travel Billing:

- Travel charges outside of the initial travel fee apply only to the drive from the load location to the primary delivery location (and any additional approved stops).

- Upon arriving at the final specified stop, travel charges cease immediately. Granted there are no other stops specified by the customer or required in relation to completion of the move/service.

Note: Travel fees for household moves are based on round-trip mileage (dispatch to origin and return to dispatch) because the crew and truck must return after the move is complete.

Stand-By / Waiting Time: When crews are delayed at the origin, destination, or during transit due to customer readiness, building access, elevator queues, or conditions beyond Envelop by McClain's control, waiting time will be billed at the applicable hourly rate per mover, in 30-minute increments.

Fuel Surcharge: Envelop by McClain reserves the right to apply a fuel surcharge when the national average diesel price (per U.S. DOE weekly index) exceeds \$5.00 per gallon. Any surcharge will be calculated as a percentage of the total transportation charges, published in advance, and listed as a separate line item on the Bill of Lading.

9. Interstate / Long-Distance Moves

9.1 Pricing Overview

Interstate moves are priced using a **hybrid model** that combines shipment weight and distance traveled, with tiered minimums that account for labor, equipment, fuel, and operational downtime.

This ensures customers pay a **fair rate based on their move**, while guaranteeing that our crews are compensated appropriately and our service remains consistently premium.

Base Formula:

Customer Price = (Weight × \$52 per 100lbs) + (\$4.85 × one-way miles)

- **Weight:** Actual shipment weight or calculated weight (industry standard formula)
Shipment weight will be determined by certified scale tickets whenever available. When scale use is impractical, constructive weight will be calculated at 7 lbs per cubic foot of loaded space.
- **Miles:** Measured one-way from pickup to delivery using the most direct truck-accessible route
- **Minimums:** Applied when calculated price is below the tier's stated minimum

9.2 Interstate Tiers

Tier 1 – DMV Interstate Pricing

Tier 1 covers shipments up to 99 miles one-way (≈199 miles round trip) crossing state lines within the DC–Maryland–Virginia region.

Tier 1A – Light Load Interstate

- Coverage: Shipments up to 1,500lbs
- Minimum Charge: **\$800**
- Typical Use: Dorms, partial shipments, small studio apartments.

Tier 1B – Small/Medium Interstate

- Coverage: Shipments 1,501–3,500lbs
- Minimum Charge: **\$1,300**
- Typical Use: Studio–1BR apartments, small 2BRs, or shared household shipments.

Tier 1C – Standard Interstate

- Coverage: Shipments above 3,500lbs
- Formula: **\$52 per 100lbs + \$4.85 per mile**
- Minimum Charge: **\$2,000**
- Typical Use: 2BR+ apartments or full household relocations.

Example Applications

- Baltimore → DC (80 RT), 800lbs dorm move → **Tier 1A = \$800**
- Baltimore → DC, 2,500lbs 1BR → **Tier 1B = \$1,300**
- Baltimore → DC, 7,000lbs 3BR → **Tier 1C = \$3,685** (formula, above \$2,000 min)

9.3 Tier 2 – Regional Interstate Pricing

Coverage: 200–300 miles round trip (approximately 100–150 miles one-way).

These charges include truck, labor, equipment, and fuel for the first 300 miles round trip. Rates are structured to provide fair options for lighter loads while protecting minimum operating costs.

Tier 2A – Light Regional Interstate

- Coverage: up to 2,000lbs, ≤150 miles one-way (≈300 miles RT)

- **Minimum Charge: \$2,000**
- Use Case: small apartments, dorms, or partial household shipments

Tier 2B – Small/Medium Regional Interstate

- Coverage: 2,001–3,500lbs, ≤150 miles one-way (≈300 miles RT)
- **Minimum Charge: \$2,500**
- Use Case: studio–2BR apartments or smaller households not requiring a full truck

Tier 2C – Standard Regional Interstate

- Coverage: 3,501+ lbs. ≤150 miles one-way (≈300 miles RT)
- **Formula:** \$52 per 100lbs + \$4.85 per mile RT
- **Minimum Charge: \$3,000**
- Use Case: 2BR+ households or full apartment/household moves — premium positioning

Example Applications

- 220 mi RT, 1,800lbs → Tier 2A applies → \$2,000 minimum
- 240 mi RT, 3,000 lbs → Tier 2B applies → \$2,500 minimum
- 250 mi RT, 7,000 lbs → Tier 2C applies → \$4,076.50 (formula; exceeds \$3,000 min)

Tier 3 – Long Regional Interstate Pricing

Coverage: 301–600 miles round trip (≈151–300 miles one-way).

These charges include truck, labor, equipment, and fuel for the first 600 miles round trip.

Tier 3A – Light Long-Regional Interstate

- Coverage: up to 2,000 lbs, ≤300 miles one-way (≈600 miles RT)
- **Minimum Charge: \$3,000**
- Use Case: small apartments, dorm relocations, partial household shipments

Tier 3B – Small/Medium Long-Regional Interstate

- Coverage: 2,001–3,500 lbs, ≤300 miles one-way (≈600 miles RT)
- **Minimum Charge: \$3,750**
- Use Case: 1BR–2BR apartments or smaller households not requiring a full truck

Tier 3C – Standard Long-Regional Interstate

- Coverage: 3,501+ lbs. ≤300 miles one-way (≈600 miles RT)
- **Formula:** \$52 per 100lbs + \$4.85 per mile RT
- **Minimum Charge: \$4,000**
- Use Case: 2BR+ apartments or full household moves — premium positioning

Example Applications

- **400 mi RT, 1,800lbs** → Tier 3A applies → \$3,000 minimum
- **500 mi RT, 3,200lbs** → Tier 3B applies → \$3,750 minimum
- **550 mi RT, 7,500lbs** → Tier 3C formula = \$5,391.50 (exceeds \$4,000 minimum)

9.3 Included in Minimum Charges

All minimums include:

- **Labor for up to a three-man crew** (crew size determined by job requirements; additional movers billed at the published hourly rate plus travel surcharge).
- **Truck and fuel costs** up to included mileage
- **Protective handling** (blankets, shrink wrap, labeling, dollies, disassembly/reassembly, and load securing)
- **Coordinated route planning and scheduling**

9.4 Additional Charges

- **Additional Crew Members:** \$75/hour per mover (billed in 30-minute increments) + \$1.65 per mile per extra mover (travel surcharge)
- **Extra Pick-Up/Delivery Locations (Interstate):** For premium interstate service, each additional pick-up or delivery location beyond the primary origin and

destination will incur a **\$250 base charge**, which includes up to 30 minutes of on-site labor for a crew of up to three movers. Additional time is billed at **\$90 per 30-minute increment**. If more than three movers are required at the extra location, additional labor is billed at **\$45 per 30-minute increment per additional mover**. If additional crew must travel separately to the extra location, a travel surcharge of **\$1.65 per mile (one-way)** will apply per additional mover. Mileage is calculated from our dispatch location to the extra stop or from the nearest crew location, whichever is less. If the extra location requires travel more than **10 miles off the primary route**, an additional **\$4.50 per mile (one-way)** will apply for the truck.

- **Overnight Lodging & Per Diem:** Applies when required for crew rest and safety
- **Special Equipment Fees:** Applied as needed for shuttle trucks, specialty lifts, or other requirements
- **Shuttle Service:** If shuttle service is required due to access limitations (e.g., narrow roads, steep driveways, restricted zones), charges will apply per **Appendix E – Shuttle Service & Supplemental Vehicle Policy**.

9.5 Brand Commitment

Our services are built for **clients who value their possessions, time, and—above all—their peace of mind**. We aim to provide an experience where customers feel safe, secure, and confident from the first phone call to the final delivery.

Our tiered structure ensures:

- Transparent, predictable pricing
- No hidden fees or last-minute surprises
- Service quality that justifies a premium rate
- A professional crew whose attention to detail matches the value of what they are moving

10. Estimated Shipment Weights by Move Size

- Studio/1 BR (400–700 sq ft): ~2,000–3,000lb
- 2 BR (800–1,200 sq ft): ~4,000–6,000lb
- 3–4 BR (1,500–2,500 sq ft): ~7,000–10,000lb
- 5+ BR (2,800+ sq ft): 10,000+ lb.

11. Items We Cannot Move

For the safety of our team, customers, and property — and in compliance with FMCSA regulations, insurance requirements, and industry best practices — the following items cannot be transported by Envelop by McClain under any circumstances.

Transporting these items in our vehicles may violate state or federal laws, void insurance coverage, and jeopardize the safety of the move.

11.1 Prohibited Items

Hazardous Materials:

- Gasoline, propane, kerosene, lighter fluid, fuel tanks (including those attached to equipment unless emptied and purged)
- Paints, stains, varnishes, and paint thinners
- Aerosol cans (spray paint, insecticides, cleaning sprays, etc.)
- Cleaning solvents, bleach, ammonia, and other corrosive chemicals
- Fireworks, explosives, ammunition, or gunpowder
- Any item classified as hazardous under DOT or OSHA regulations

Perishable Items:

- Fresh or frozen food items
- Open containers of food or beverages
- Plants, flowers, or other living organisms that may wilt, rot, or die in transit

Restricted Items of Extraordinary Value:

- Cash, currency, bonds, or negotiable instruments
- Jewelry, watches, or precious metals
- Important identification documents (passports, birth certificates, Social Security cards, etc.)
- Family heirlooms or irreplaceable collectibles (we recommend hand-carrying these items)

Animals:

- Live pets, fish, reptiles, insects, or any other living creatures

11.2 Customer Responsibility

It is the customer's responsibility to ensure no prohibited items are packed into boxes, furniture, or other belongings to be transported. If such items are discovered:

- They will be removed from the shipment and returned to the customer at their expense, or the move may be halted until the prohibited items are removed.

11.3 Liability Disclaimer

Envelop by McClain assumes no liability for loss or damage to prohibited or restricted items, regardless of how they are packed or disclosed.

Any prohibited or undeclared hazardous items tendered for shipment may void or limit valuation coverage under Section 12 of this tariff.

12. Valuation Coverage & Insurance

Envelop by McClain provides valuation coverage options in accordance with **FMCSA regulations** and industry best practices, ensuring your belongings are protected during transit.

12.1 Basic Liability Coverage

- Provided at **no additional cost** as required by federal law.
- Coverage is set at **\$0.60 per pound, per item**, based on the item's weight — not its replacement value.
- This option is included by default unless a higher level of protection is elected.

12.2 Full-Value Protection (FVP)

- Recommended for customers who desire maximum coverage and peace of mind
- Under FVP, Envelop by McClain is liable for the **full repair or replacement value** of lost or damaged items (whichever is less), up to the declared value of the shipment
- Pricing: \$25 per \$1,000 of declared value (**\$100 minimum**)
- Example: Declaring \$6,000 in value would result in a \$150 coverage fee
- Customers electing FVP will be issued a **Certificate of Valuation Coverage** (Appendix G) detailing their selected coverage and declared value.

12.3 Our Insurance Standards

- Envelop by McClain maintains commercial auto liability, general liability, cargo coverage, umbrella coverage, and workers' compensation insurance that meet or exceed all state and federal requirements.
- Proof of required insurance filings (including **FMCSA Form BMC-91**) is on record with the U.S. Department of Transportation and available upon request.
- Customers may verify our insurance filings via the FMCSA SAFER website using our USDOT or MC number. USDOT 4446747 MC 1751721.
- Details of active coverage are outlined in **Appendix F – Insurance Policy Certificate**.

12.4 Important Notes

- Valuation coverage is **not insurance**, but a level of mover liability under federal law
- Certain exclusions apply, as outlined in Section 11 and the terms of Appendix G
- Coverage is contingent on all fees being paid in full prior to the start of service

13. Deposits, Payment Terms & Retention of Goods Policy

13.1 Deposit Requirements & Refund Policy

- **Standard Bookings (72 hours or more in advance):** A deposit equal to **25% of the estimated total** is required to secure your reservation. If the booking is canceled **more than 72 hours prior** to the scheduled move date, the deposit will be refunded less a **10% cancellation fee** based on the total estimated charges.
- **Short-Notice Bookings (Less than 48 hours in advance):** A **non-refundable deposit of 50%** of the estimated total is required to secure your reservation.
- For **all bookings**, deposits become **non-refundable within 72 hours of the scheduled service date** due to the commitment of trucks, crew, and scheduling resources.

13.2 Balance Due

- **Local (Intrastate) Moves**

For local moves within Maryland, the remaining balance is due **upon arrival at the initial loading location and prior to any items being handled or loaded**. This ensures clarity of terms before services commence. The payment is processed in advance of our crew accepting custody of the customer's goods, in accordance with Maryland law and our published tariff.

- For **labor-only services**, payment in full is required **upon crew arrival and before services begin**.
- **Interstate Moves:** The remaining balance is due **prior to unloading at the final destination**.
- Acceptable payment methods: major credit card, debit card, Zelle, or certified check.

13.3 Retention of Goods in Case of Non-Payment

- **Intrastate Moves (entirely within Maryland)** – Envelop by McClain will **not withhold delivery of goods** for non-payment, in accordance with Maryland Commercial Law § 14-3102.
- **Interstate Moves (crossing state lines)** – Envelop by McClain may withhold delivery **only in full compliance with FMCSA regulations**, which allow movers to retain goods if the customer has not paid:

- **100% of a binding estimate**, or
- Up to **110% of a nonbinding estimate**, plus any applicable additional authorized charges.

Example: If a shipment's non-binding estimate is \$2,000, the carrier may require payment of up to \$2,200 (110%) at delivery before releasing goods. Any remaining balance must be billed and paid after delivery, in accordance with FMCSA regulations.

- We will **never engage in “hostage loading”** or any unlawful withholding of goods. Any action to retain goods will be taken strictly within legal parameters and documented in accordance with our tariff and federal regulations.

13.4 Commitment to Professionalism

These policies balance our legal obligations with our premium customer experience standard, ensuring all transactions are handled with transparency, fairness, and respect.

14. Cancellation / No-Show Fees

14.1 Standard Cancellations (All Moves)

- **More than 72 Hours' Notice:** Cancellations made more than 72 hours before the scheduled service date will result in a cancellation fee equal to **10% of the total estimated charges**. Any deposit paid in excess of this amount will be refunded.
- **Within 72 Hours of Service Date:** 50% of the applicable deposit becomes **non-refundable**.
- **Within 24 hours of Service Date:** 100% of the applicable deposit becomes **non-refundable**.
- **Exceptions – Extreme Circumstances:**
Envelop by McClain reserves the right, at its sole discretion, to consider partial or full refunds of deposits in cases of verified emergencies or extreme, unforeseen circumstances (e.g., medical emergencies, natural disasters, or other events beyond the customer's control). Any such exceptions will be reviewed on a case-by-case basis and are not guaranteed.

14.2 No-Show

If the customer is not present and prepared to begin the move at the scheduled start time, and has not notified Envelop by McClain in advance, this will be treated as a **no-show**. The no-show fee is equal to **the lesser of \$250 or 10% of the total estimated charges**, plus any applicable travel charges incurred.

14.3 Interstate Moves – Day-of Cancellation

For interstate shipments, if the move is canceled after the crew has departed our dispatch location, the customer will be responsible for:

- The applicable **same-day cancellation fee**; and
- **All fuel and travel costs** incurred up to the time of cancellation.

14.4 Local (Intrastate Maryland) Moves – Day-of Cancellation

For local moves within Maryland, if the move is canceled after the crew has arrived at the loading location but prior to accepting custody of the customer's goods, the customer will be responsible for:

- The applicable **same-day cancellation fee**; and
- **All travel charges** from our dispatch location to the loading address.

14.5 Refund Review Procedure

Customers seeking consideration for a deposit refund under **Section 14.1 – Exceptions (Extreme Circumstances)** must submit a **written refund request** to Envelop by McClain via email within **seven (7) calendar days** of the scheduled service date. The request must include:

1. **Customer Information** – Full name, service address, scheduled move date, and the estimate or booking reference number.
2. **Explanation of Circumstances** – A brief written summary describing the emergency or unforeseen event that prevented completion of the move.
3. **Supporting Documentation** – Any verifiable documents relevant to the situation (e.g., hospital admission/discharge paperwork, death certificate, insurance claim, or proof of natural disaster impact).

All refund requests will be reviewed within **ten (10) business days** of receipt. Envelop by McClain may, at its sole discretion, approve a **partial or full refund** of the customer's deposit depending on the nature of the circumstances and documentation provided.

All determinations are considered **final** and will be communicated in writing via the customer's preferred contact method (email or mail).

14.6 Compliance Statement

These policies are designed in compliance with **Maryland intrastate regulations** and **FMCSA interstate shipment regulations**. We strive to balance fair customer treatment with operational efficiency and cost recovery for reserved resources.

15. Claims & Dispute Procedures

Envelop by McClain is committed to addressing all claims and disputes in a fair, timely, and compliant manner. This section outlines the procedures customers must follow to initiate and resolve a claim.

15.1 Initial Notification

- Customers must **notify Envelop by McClain in writing via email of any claim or dispute within seven (7) calendar days** of the completion of services.

- “Completion of services” is defined as the date the final item is delivered or service is performed under the Bill of Lading.
 - Timely notification allows us to inspect items in their post-move condition and mitigate further damage.
-

15.2 Formal Filing Period

- All claims must be **formally filed in writing** via email within **nine (9) months** from the date of delivery, in accordance with FMCSA regulations (BMC-40).
 - Claims received after this period will not be considered.
-

15.3 Inspection & Documentation

- Customers must retain the damaged item(s) and any related packaging or materials until the claim is resolved.
 - Photographs of the damage, receipts for purchase, and any other relevant documentation must be provided to support the claim.
 - Upon request, Envelop by McClain may arrange an inspection to assess the damage.
-

15.4 Resolution & Arbitration

- Envelop by McClain will review all claims promptly and communicate its findings to the customer.
- If a claim cannot be resolved to the mutual satisfaction of both parties, the matter will be referred to our designated arbitration provider: **MovingClaims.net**.
- Arbitration is binding and conducted in accordance with the rules and procedures of MovingClaims.net.
- In compliance with FMCSA rules, Envelop by McClain will bear the cost of arbitration for disputes involving claims of \$10,000 or less. For claims exceeding \$10,000, arbitration costs are allocated per the rules of the provider (MovingClaims.net).

Examples:

If a customer files a claim for **\$3,000 in damages**, Envelop by McClain pays the arbitration fees in full — the customer pays nothing.

If a customer files a claim for **\$15,000 in damages**, arbitration costs may be shared per the provider's rules (e.g., each party pays 50%).

15.5 Contact Information for Claims

All claims must be submitted to:

Envelop by McClain LLC

19506 Lariat Pl, Waldorf, MD 20601

Email: info@envelopmoving.com

Phone: (301) 433-6683

16. Bill of Lading & Forms

Appendices

- A. Written Estimate Form
- B. Order for Service & Bill of Lading
- C. Inventory Sheet
- D. Item Categories
- E. Shuttle Service Policy
- F. Insurance Policy Certificate
- G. Certificate of Valuation Coverage
- H. Excess Valuation Declaration Form
- I. Liability Options Addendum

17. Effective Date & Amendment Clause

This tariff is effective September 1, 2025. Envelop by McClain may amend rates, rules, and regulations at any time; revised versions will be posted at <https://envelopmoving.com/tariff> and filed with FMCSA. Customers will be notified by email and via the tariff's online revision log.

18. Disclaimers

- **Availability:** All services and equipment are subject to availability at the time of order.
- **Site Access & Permits:** Customer is responsible for obtaining necessary permits, parking, security access, or clearance; any fees or delays are passed through to the customer.

- **Weather & Conditions:** Performance may be impacted by weather, traffic, or site conditions; Envelop by McClain is not responsible for delays outside its control.
- **Inclement Weather:** Continuation of service in inclement weather is determined by Envelop by McClain on a case-by-case basis.
- **Elevator & Stair Condition:** If building elevators are out of service or stairs are unsafe, additional equipment or applicable fees may apply (elevator fee per Section 5; stair carry fee of \$50 per flight; see Section 5), or service may be refused for safety
- **Valuables & Personal Items:** Customers should retain cash, jewelry, medications, and important documents; movers are not liable for these items unless declared.
- **Customer-Provided Materials:** Any equipment or materials supplied by the customer (e.g., appliances not disconnected by licensed technicians, packing supplies) are used at the customer's risk.
- **Pre-Existing & Concealed Conditions:** Envelop by McClain is not liable for damage due to pre-existing conditions (loose flooring, wall defects) or concealed damage (rotted wood, pest damage).
- **Packing Responsibility & Valuation:** Envelop by McClain cannot offer Full-Value Protection for items self-packed or self-wrapped; these items revert to basic liability coverage of \$0.60 per pound per item.
- **TV & Monitor Coverage Requirement:** To qualify for any valuation coverage, all flat-panel TVs and computer monitors must be packed in the appropriate Flat-Panel TV Boxes (see Section 4).
- **Claim Filing & Documentation:** All claims for loss or damage must be reported in writing within 48 hours of delivery, with photos and receipts; final claims per FMCSA BMC-40 within 9 months.
- **Time Windows & Delays:** Pickup and delivery windows are estimated; additional waiting or return trips caused by customer delays may incur stand-by fees.
- **Cancellation & Rescheduling Fees:** Changes to the itinerary or cancellations (outside the cancellation policy) may incur a re-dispatch or stand-by fee as listed in Section 14.
- **Right to Subcontract:** Envelop by McClain reserves the right to subcontract any portion of the move; subcontractors must adhere to this tariff's terms.
- **No-Smoking & Hazardous Environments:** Service may be refused or halted if moving conditions involve smoke, open flames, excessive clutter, or hazardous materials not declared.
- **Non-Warranty:** Service descriptions and materials are illustrative; no implied warranties beyond this tariff.
- **Liability Limitation:** Liability is limited to the valuation coverage selected by the customer (see Section 12).

- **Force Majeure:** Excused from performance for events beyond reasonable control, including natural disasters, strikes, or regulatory actions.

19. Discounts & Promotions Policy

Envelop by McClain LLC may, at its discretion, extend discounts or promotional offers to customers. These offers are designed to reward loyalty, encourage referrals, and provide seasonal value, while maintaining compliance with all FMCSA and Maryland household goods carrier regulations.

1. Eligibility

- Discounts must be disclosed in advance and reflected on the customer's **Written Estimate (Appendix A)** and **Bill of Lading (Appendix B)**.
- Promotions are available only during the published time frame or campaign period.
- Eligibility requirements (e.g., referral confirmation, seasonal booking window, or bundled service) must be met in full before a discount is applied.

2. Application of Discounts

- Discounts apply to **base service charges** (e.g., hourly labor rates, linehaul/mileage, or junk removal flat-rates).
- Discounts do **not** apply to:
 - Valuation coverage or insurance premiums
 - Third-party costs (e.g., tolls, permits, disposal fees)
 - Accessorial fees (e.g., long carry, stair carry, elevator fee) unless otherwise stated in a promotion
- Only one discount may be applied per invoice unless explicitly authorized in writing.
- All discounts are calculated on the subtotal **before taxes, coverage, or government-mandated fees**.

3. Types of Promotions (Illustrative Examples)

Examples of discounts and promotions Envelop by McClain may publish include, but are not limited to:

- **Referral Credit:** A fixed-value discount (e.g., \$50) applied when an existing customer refers a new booked move.
- **Seasonal Promotion:** Percentage-based or flat-rate reductions applied during designated seasonal periods (e.g., winter or off-peak months).
- **Service Bundle Incentive:** A flat discount when combining moving with another Envelop service such as junk removal.
- **Repeat Customer Loyalty Credit:** A percentage-based discount for customers booking additional moves within a defined period.

4. Compliance Statement

- Discounts and promotions will be **published publicly** (e.g., website, advertisements, or written estimates) and applied **uniformly** to all qualifying customers.
- Discounts and promotions will never reduce charges below the published minimums in this tariff (such as hourly minimums, mileage minimums, or interstate tier minimums)
- Envelop by McClain reserves the right to amend or discontinue any promotion at any time, provided such changes are disclosed before service begins.

Appendix A – Written Estimate Form

Envelop by McClain

USDOT 4446747 • MC-1751721

19506 Lariat Pl, Waldorf, MD 20601

(301) 433-6683 | info@envelopmoving.com

Job Reference Number: _____

DISCLAIMER:

This document is a written estimate based on the information provided at the time of preparation. It is non-binding and final charges may differ based on the actual services performed, shipment weight, mileage, access conditions, and any additional services

requested on the day of the move. This estimate is provided for planning purposes only and does not constitute a contract or guarantee of final cost.

1. Customer & Move Details

- Customer Name: _____
 - Phone: _____
 - Email: _____
 - Move Date: _____
 - Move Type: ☐ Local ☐ Interstate ☐ Specialty/Other
 - Origin Address: _____
 - Destination Address: _____
 - Additional Pickup/Delivery Address(es): _____
-

2. Core Services Requested

- ☐ Full-Service Move (Packing, Transport, Unpacking)
 - ☐ Standard Move – Load & Unload Only (No Packing)
 - ☐ Packing & Unpacking (No Transport)
 - ☐ Packing Only
 - ☐ Unpacking Only
 - ☐ Furniture Assembly/Disassembly
 - ☐ Furniture Delivery (No Setup)
 - ☐ Junk Removal
 - ☐ Labor Only (No Truck)
 - ☐ Storage Services
 - ☐ Other: _____
-

3. Shipment Details

- Estimated Weight: _____ lbs
- Estimated Volume: _____ cu. ft.

- Crew Size: _____ movers
- Truck Size: _____ ft
- Estimated Miles (One-Way): _____

4. Core Charges

Service	Rate	Units	Subtotal
Interstate Tier Minimums			
☐ Tier 1A – Light Interstate (≤1,500 lbs, ≤99 mi one-way): \$800	1	\$_____	
☐ Tier 1B – Small/Medium Interstate (1,501–3,500 lbs): \$1,300	1	\$_____	
☐ Tier 1C – Standard Interstate (3,501+ lbs): \$2,000	1	\$_____	
☐ Tier 2A – Light Regional Interstate (≤2,000 lbs, ≤150 mi one-way): \$2,000	1	\$_____	
☐ Tier 2B – Small/Medium Regional Interstate (2,001–3,500 lbs): \$2,500	1	\$_____	
☐ Tier 2C – Standard Regional Interstate (3,501+ lbs): \$3,000	1	\$_____	
☐ Tier 3A – Light Long-Regional Interstate (≤2,000 lbs, ≤300 mi one-way): \$3,000	1	\$_____	
☐ Tier 3B – Small/Medium Long-Regional Interstate (2,001–3,500 lbs): \$3,750	1	\$_____	
☐ Tier 3C – Standard Long-Regional Interstate (3,501+ lbs): \$4,000	1	\$_____	

Service	Rate	Units	Subtotal
Weight-Based (Interstate)	\$52 / 100 lbs	_____ lbs	\$ _____
Mileage (Interstate)	\$4.85 / mile	_____ miles	\$ _____
Hourly Labor (Local)	\$175 / hr (2 men + truck, 2 hr min)	_____ hrs	\$ _____
Additional Mover	\$75 / hr	_____ hrs	\$ _____
Travel Fee (Dispatch to Origin & Return)	☐ 1–30 mi FREE ☐ 31–50 mi \$175 ☐ 51–75 mi \$225 ☐ \$225 1 + \$2/mi >75 RT		\$ _____

5. Additional Services & Add-Ons

Service	Rate	Units	Subtotal
Extra Pickup/Delivery (Base Fee)	\$250 ea	_____ ea	\$ _____
Extra Pickup/Delivery (Over 3 men)	\$45 / 30 min / mover	_____	\$ _____
Travel Surcharge (Extra Crew)	\$1.65 / mile / mover	_____	\$ _____
Off-Route Truck Mileage	\$4.50 / mile	_____ miles	\$ _____
Accessorials:			
– Stair Carry	\$50 / flight	_____ flights	\$ _____
– Elevator Fee	\$75 flat	_____	\$ _____
– Long Carry (>100 ft)	\$100 flat	_____	\$ _____
Specialty Items:			
– Gun Safe < 300 lbs	\$250 ea	_____	\$ _____
– Gun Safe 300–500 lbs	\$350 ea	_____	\$ _____

Service	Rate	Units	Subtotal
– TV > 60” (Properly Packed)	\$125 ea	_____	\$_____
– Large Appliances	\$100 ea	_____	\$_____
Storage	\$____ / mo	_____	\$_____
Packing Services	\$____ / hr / crew	_____	\$_____
Packing Materials	\$____ / unit	_____	\$_____
Other: _____	\$____	_____	\$_____

6. Valuation Coverage

☐ Released Value Protection – \$0.60 per lb per article (No additional charge)

☐ Full Value Protection – \$25 per \$1,000 declared value (\$150 minimum)

Declared Value: \$_____ | Premium: \$_____

Disclaimer:

- Released Value Protection is the default coverage at no additional cost, providing compensation based on weight, not item value.
- Full Value Protection ensures repair, replacement, or reimbursement up to the declared value, subject to the terms in the Valuation Coverage policy.
- Coverage does not apply to excluded items as listed in the “Items We Cannot Move” policy.
- Exact coverage is based on the declared value and is subject to verification before service.

7. Totals

- Subtotal (All Charges): \$_____
- Taxes (If Applicable): \$_____
- Deposit Required: \$_____ (25% standard; 50% if booked <48 hours)
- Balance Due: \$_____ (due at delivery)

8. Agreement

I have reviewed and understand this written estimate. Final charges may vary based on actual services performed, shipment weight, and mileage.

Customer Signature: _____ Date: _____

Company Rep Signature: _____ Date: _____

Appendix B – Integrated Order for Service & Bill of Lading

(Covers Local & Interstate Moves)

Envelop by McClain

USDOT 4446747 • MC 1751721

19506 Lariat Pl, Waldorf, MD 20601

info@envelopmoving.com | (301) 433-6683

Job Reference Number: _____

Purpose of This Document

This form serves as both the Order for Service (estimate and confirmation before loading) and the Bill of Lading & Freight Bill (final service record after delivery).

It applies to both local and interstate moves and is governed by FMCSA regulations and Envelop by McClain's published tariff.

Rights & Responsibilities

Customers may obtain a copy of 'Your Rights and Responsibilities When You Move' at www.fmcsa.dot.gov/protect-your-move or request a printed copy from Envelop by McClain

____ I acknowledge that I have been advised of my rights under federal law, including the right to receive the FMCSA booklet "Your Rights and Responsibilities When You Move." I further acknowledge that Envelop by McClain maintains a neutral arbitration program (MovingClaims.net) available to resolve disputes regarding loss, damage, or overcharges.

SECTION 1 – ORDER FOR SERVICE (*Sign before loading*)

Customer Name: _____

Phone: _____

Email: _____

Move Date: _____

Move Type: ☐ Local (\$7) ☐ Interstate (\$9) ☐ Specialty

Origin Address: _____

Destination Address: _____

Additional Pickup/Delivery Address(es): _____

Pickup Window: _____

Delivery Window: _____

1) Services Requested (*check all that apply*)

- ☐ Full-Service Move (Packing, Transport, Unpacking)
 - ☐ Standard Move – Load & Unload Only (No Packing)
 - ☐ Packing & Unpacking (No Transport)
 - ☐ Packing Only
 - ☐ Unpacking Only
 - ☐ Furniture Assembly/Disassembly
 - ☐ Furniture Delivery (No Setup)
 - ☐ Junk Removal
 - ☐ Labor Only (No Truck)
 - ☐ Storage Services
 - ☐ Other: _____
-

2) Estimated Shipment Details

Estimated Weight: _____ lbs (*per tariff tier minimums.*)

Estimated Mileage (one-way): _____ mi

Estimated Labor Hours: _____ h

Estimated Crew Size: _____ movers

3) Estimated Charges *(Select Local OR Interstate table)*

LOCAL MOVES – Tariff §7

Service/Charge	Rate	Units	Est. Total
Hourly Labor (includes travel time)	\$_____	___ h	\$_____
Extra Mover(s)	\$_____	___ h	\$_____
Local Travel Fee (within 30 mi RT)	\$_____		\$_____
Extra Mileage Charge	\$_____	___ mi	\$_____
Extra Stop(s)	\$_____	___ stops	\$_____
Packing Materials	\$_____	___ units	\$_____
Other Charges	\$_____		\$_____
Total Local Estimate			\$_____

INTERSTATE MOVES – Tariff §9

Service/Charge	Rate	Units	Est. Total
Linehaul (weight & mileage)	\$_____	___ lbs	\$_____
Interstate Minimum Tier	\$_____		\$_____
Extra Mover(s)	\$_____	___ h	\$_____
Extra Stop(s)	\$_____	___ stops	\$_____
Shuttle Truck (if required)	\$_____		\$_____
Packing Materials	\$_____	___ units	\$_____
Other Charges	\$_____		\$_____
Total Interstate Estimate			\$_____

4) Valuation Coverage Selection

- ☐ Released Value Protection – \$0.60/lb per article (no extra charge)
☐ Full Value Protection – Declared Value \$_____ ; Premium \$_____

Customer Signature (Pickup Acknowledgment): _____

Date: _____

Company Representative: _____ Date: _____

SECTION 2 – BILL OF LADING & FREIGHT BILL (*Sign at delivery*)

Actual Weight: _____ lbs

Actual Mileage (one-way): _____ mi

Actual Labor Hours: _____ h

Actual Crew Size: _____ movers

5) Final Charges (*Fill Local OR Interstate*)

LOCAL MOVES – Tariff §7

Service/Charge	Rate	Units	Total
Hourly Labor (includes travel time)	\$_____	___ h	\$_____
Extra Mover(s)	\$_____	___ h	\$_____
Local Travel Fee	\$_____		\$_____
Extra Mileage Charge	\$_____	___ mi	\$_____
Extra Stop(s)	\$_____	___ stops	\$_____
Packing Materials	\$_____	___ units	\$_____
Other Charges	\$_____		\$_____

Service/Charge	Rate	Units	Total
Total Local Final			\$_____

INTERSTATE MOVES – Tariff §9

Service/Charge	Rate	Units	Total
Linehaul (weight & mileage)	\$_____	___ lbs	\$_____
Interstate Minimum Tier	\$_____		\$_____
Extra Mover(s)	\$_____	___ h	\$_____
Extra Stop(s)	\$_____	___ stops	\$_____
Shuttle Truck	\$_____		\$_____
Packing Materials	\$_____	___ units	\$_____
Other Charges	\$_____		\$_____
Total Interstate Final			\$_____

6) Condition Notes

At Pickup:

At Delivery:

7) Valuation & Liability Statement

The valuation option selected in Section 1 applies to this shipment. I have inspected my goods upon delivery and noted any exceptions above.

Customer Signature (Delivery Acknowledgment): _____

Date: _____

Company Representative: _____ Date: _____

Additional Clauses (*per Tariff*)

1. Accessorial Charges – Stair carry, elevator fee, long carry, shuttle truck, and similar services are billed per Tariff \$5.
 2. Extra Stops & Additional Crew – Interstate extra stops, added labor above 3 movers, and related travel surcharges are billed per Tariff \$9.4.
 3. Cancellations/Reschedules – See Tariff \$14.
 4. Claims & Arbitration – See Tariff \$15 (MovingClaims.net).
 5. Customer Rights – FMCSA booklet “Your Rights and Responsibilities When You Move” provided before move day.
-

Optional Attachments:

- ☐ Appendix C – Inventory Sheet
 - ☐ Appendix A – Written Estimate
 - ☐ Appendix G – Certificate of Valuation Coverage
 - ☐ Appendix I – Liability Options Addendum
 - ☐ Appendix F – Insurance Policy Certificate
-

Notice: This is a non-binding estimate until services are completed. Final charges are based on actual time, weight, mileage, and services rendered per our published tariff.

Appendix C – Inventory Sheet

Envelop by McClain

USDOT 4446747 • MC-1751721

19506 Lariat PL, Waldorf, MD 20601

info@envelopmoving.com | (301) 433-6683

Job Reference Number: _____

Customer Name: _____

Move Date: _____

Origin Address: _____

Destination Address: _____

Item No.	Description of Item	Condition at Origin	Condition at Delivery	Notes / Exceptions
-------------	------------------------	------------------------	--------------------------	-----------------------

Legend for Condition Codes (Optional):

- **G – Good condition, no visible damage**
- **S – Scratched**

- **D – Dented**
- **B – Broken**
- **W – Worn**

Notes:

Customer Signature: _____ **Date:** _____

Company Representative Signature: _____ **Date:** _____

Appendix D – Furniture Delivery Item Categories

Pricing for Additional Pieces beyond the standard 3 pieces: (See Section 4 for Furniture Delivery Zone Rates.)

- Small Items: \$25 each
 - Medium Items: \$75 each
 - Large Items: \$150 each
-

◆ Small Items – \$25 Each

(Lightweight, single-person carry, typically under 50 lbs)

- Dining chairs, accent chairs
 - Side tables, nightstands, end tables
 - Ottomans, stools, benches
 - Coffee tables (small/lightweight)
 - Lamps (floor or table)
 - Small bookcases (≤ 3 shelves)
 - Small desks or writing tables
 - Flat-screen TVs up to 40"
 - Small mirrors or framed art
 - Kitchen chairs / folding chairs
-

◆ Medium Items – \$75 Each

(Two-person carry, moderate size/weight, typically 50–100 lbs)

- Standard sofas/loveseats
- Sectional segments (per piece)
- Full-size bed frames (metal/wood)
- Dressers (2–4 drawers)

- Medium bookcases (4–5 shelves)
- Dining tables (4–6 seats)
- Flat-screen TVs 41–60"
- Small china cabinets or hutches (upper/lower separates)
- Medium desks (computer desks, rolltops)
- Recliners or armchairs
- Chest freezers (compact)

◆ **Large Items – \$150 Each**

(Typically 100 lbs +, two-person lift, standard handling, no special-equipment requirement)

- Dressers / Chests of Drawers (5–6 drawer standard)
- Buffets / Sideboards / Credenzas
- Entertainment Centers / TV Consoles (over 70")
- Solid-wood Dining Hutches (two-piece, non-antique)
- Large Filing Cabinets (4–5 drawer, metal)
- Large Reclining Section Chairs or Power Recliners
- Large Office Desks (L-shaped or executive)
- Treadmills and Elliptical Machines (folding home units, not commercial)
- Weight Benches / Workout Stations (standard home gym frames)
- Patio Sets (Large tables with 4 + chairs or umbrella base)
- Grills (Large propane or charcoal units with side burners and tank removed)
- Tool Chests / Rolling Tool Boxes (mid-size steel)
- Bookcases (over 72" tall but under solid-oak antique grade)
- Large Mirrors (frames under 60 × 40" standard glass)
- Washer / Dryer pairs (moved together as a set)

- Upright Freezers / Large Refrigerators (non-commercial)
- Outdoor Benches or Porch Swings (heavy wood or metal)
- Queen / King Mattress and Box Spring set (treated as one large unit)

The following items are considered Specialty items and require special handling & case specific pricing.

- Sectionals (whole or oversized units)
- Large sofas (over 90" or sleeper sofas)
- Armoires, wardrobes, large dressers (5+ drawers)
- King/queen bed frames & headboards (solid wood or ornate)
- Large dining tables (8+ seats)
- China cabinets (one-piece or oversized)
- Large bookcases (tall/solid wood)
- Pool tables
- Pianos (pianos require special pricing)
- Hot tubs, aquariums (require special pricing)
- Large artwork/mirrors (oversized, fragile, specialty crafted pieces) (require special pricing)
- Antique or specialty furniture requiring custom handling (require special pricing.)
- Oversized items exceeding standard truck dimensions (require special pricing)

Notes

- Three standard pieces are included in the flat-rate delivery fee (Zones 1–5).
- Additional pieces are billed according to this appendix.
- Specialty/non-standard items (grand pianos, unusually fragile antiques, oversized builds) require an individual quote.

Appendix E – Shuttle Service & Supplemental Vehicle Policy

Envelop by McClain LLC

19506 Lariat Pl, Waldorf, MD 20601

USDOT 4446747 • MC-1751721

info@envelopmoving.com | (301) 433-6683

Purpose

This Shuttle Service & Supplemental Vehicle Policy applies to premium interstate and intrastate moves performed by Envelop by McClain. It ensures the safe, legal, and efficient transport of goods when our primary moving vehicle cannot directly access the pickup or delivery location due to physical, municipal, or regulatory restrictions, or when additional rented/supplemental vehicles are required for shipment size, equipment needs, or other operational requirements.

When a Shuttle or Supplemental Vehicle Is Required

A shuttle or supplemental vehicle will be required when access limitations prevent the main moving truck from reaching the pickup or delivery site, or when shipment size or special handling needs require an additional vehicle.

Access limitations may include, but are not limited to:

- Narrow or weight-restricted roads
- Low bridges or overpasses
- Steep driveways or inclines
- Restricted parking zones
- HOA or gated community restrictions
- City truck bans
- Other physical or municipal barriers preventing safe/legal access

Other operational requirements for a supplemental vehicle may include:

- Accommodating shipment volume beyond the primary truck's capacity

- Using a specialty vehicle (e.g., lift-gate, climate-controlled, or other specialized equipment)
- Situations where operational efficiency or safety necessitate a separate vehicle

Determination will be made by Envelop by McClain's Operations Manager or Crew Lead on site.

Charges

- Vehicle Fee – Rental or usage fee for the shuttle or supplemental truck/vehicle.
- Driver Labor – Billed at the applicable hourly interstate or intrastate labor rate.
- Loading/Unloading Labor – Time spent transferring goods between vehicles and to/from the residence or business. Charged at the applicable hourly rate per mover, with a one-hour minimum per load/unload cycle.
- Travel Time – Time spent driving the shuttle or supplemental vehicle between the main truck's staging area and the final destination.
- Additional Costs – Any applicable ferry fees, tolls, permits, fuel costs, or rental vehicle insurance related to the additional vehicle, billed at cost plus a 15% coordination/administrative fee for arranging and managing the rental and associated logistics.

Billing & Communication

All fees for shuttle or supplemental vehicle service will be clearly communicated to the customer before execution of the service whenever possible. Charges will appear as separate line items on the Bill of Lading.

Customer Acknowledgment

By signing below, the customer acknowledges that shuttle or supplemental vehicle service may be necessary under the conditions outlined above and agrees to the charges as stated in this policy.

Customer Signature: _____ Date: _____

Company Representative: _____ Date: _____

Appendix F – Insurance Policy Certificate

Envelop by McClain LLC

19506 Lariat Pl, Waldorf, MD 20601

USDOT 4446747 • MC-1751721

info@envelopmoving.com | (301) 433-6683

Certification of Insurance

Envelop by McClain LLC maintains all insurance coverage required under **Federal Motor Carrier Safety Administration (FMCSA)** regulations and **Maryland Public Service Commission** rules for household goods carriers.

Our active insurance policies include, but are not limited to:

- **Commercial Auto Liability Insurance** – meets or exceeds FMCSA requirements.
- **Motor Truck Cargo Insurance** – covers customer goods in transit as required by federal and state law.
- **General Liability Insurance** – covers property damage and bodily injury claims arising from our operations.
- **Workers' Compensation Insurance** – provides statutory coverage for all employees in accordance with Maryland state law.
- **Umbrella Liability Insurance** – provides an additional layer of protection beyond our primary coverage limits for added peace of mind.

Compliance Statement:

All required insurance policies are on file with the FMCSA and meet or exceed both **state and federal minimum coverage limits** for licensed movers.

Proof of Insurance:

A certificate of insurance can be provided to any customer **upon request**. For interstate moves, shippers may also verify our insurance filings directly with the FMCSA using our USDOT or MC number.

Appendix G – Certificate of Valuation Coverage

Envelop by McClain LLC

19506 Lariat Pl, Waldorf, MD 20601

USDOT 4446747 • MC-1751721

info@envelopmoving.com | (301) 433-6683

Job Reference #: _____

Policy Number:

Coverage Effective Date:

Coverage Expiration Date:

Note: Coverage details are assigned per shipment and reflected in the Bill of Lading and Valuation Addendum.

Exact dates may change based on actual loading and delivery times (see Section 2).

1. Shipper Information

Name: _____

Address: _____

Phone: _____ **Email:** _____

2. Declared Value & Premium

Declared Value: \$

Premium Paid: \$ *(calculated at [RATE]% of declared value)*

3. Coverage Overview

This policy provides protection for loss or damage to your shipment up to the full Declared Value from the time of loading until final delivery.

- Repair or replacement (at our discretion) up to the declared amount.
- Deductible: \$_____ per claim.
- Exclusions: Losses due to insects, rodents, inherent vice (natural decay), pre-existing mechanical/electrical issues, or delays beyond our control.

4. How to File a Claim

If loss or damage occurs:

1. Report the claim within 9 months of delivery.
 2. Provide purchase receipts, appraisals, and clear photographs of the damage.
 3. Retain damaged goods and all packaging for inspection.
 4. Submit your claim via claims@envelopmoving.com or call (301) 433-6683.
-

5. Important Notes

- This coverage supplements but does not replace Basic Liability Coverage (\$0.60 per lb. per article).
 - Premium must be paid in full before shipment. Coverage is void if unpaid.
 - If this certificate is not issued at the time of sale, Envelop by McClain assumes basic liability only.
-

Shipper Signature: _____ **Date:** _____

Mover Representative: _____ **Title:** _____ **Date:** _____

Appendix H – Excess Valuation Declaration Form

Envelop by McClain LLC

19506 Lariat Pl, Waldorf, MD 20601

USDOT 4446747 • MC-1751721

info@envelopmoving.com | (301) 433-6683

Job Reference #: _____

Move Date: _____

1. Shipper Information

Name: _____

Address: _____

Phone: _____ **Email:** _____

2. Declaration of Excess Value

By signing below, I elect to declare my shipment's total value above the minimum required for Full Value Protection (see Section 12 and Appendix G).

- Declared Value: \$ _____
- Premium Rate: \$25 per \$1,000 declared value (\$150 minimum)
- Premium Due: \$ _____ (payable prior to service)

This declared value is the maximum amount for which Envelop by McClain is liable in the event of loss or damage, subject to the terms and exclusions in this tariff.

3. Coverage & Exclusions Reminder

- Full Value Protection applies only to items packed and handled by Envelop by McClain using approved materials.
- Self-packed or customer-packed items are covered at the Basic Liability rate of \$0.60/lb per article.
- The following items are excluded from coverage (see Section 11 for full list): cash, jewelry, important documents, hazardous materials, live plants/animals, and perishable items.

- TVs and monitors must be packed in approved TV boxes (see Section 4) to be covered.

4. Acknowledgment

I understand the coverage, exclusions, and requirements stated above. I agree that my declared value accurately reflects the total value of my shipment.

Shipper Signature: _____ **Date:** _____

Mover Representative: _____ **Date:** _____

Appendix I – Liability Options Addendum

Envelop by McClain LLC

19506 Lariat Pl, Waldorf, MD 20601

USDOT 4446747 • MC-1751721

info@envelopmoving.com | (301) 433-6683

Job Reference #: _____

Move Date: _____

1. Purpose of This Addendum

Federal law requires that all licensed movers present shippers with a clear choice between two types of liability coverage for household goods:

- **Basic Liability Coverage** – provided at no additional cost.
- **Full Value Protection** – available at an additional cost, based on a declared shipment value.

This form documents the coverage option selected for your move. The choice you make will govern the maximum amount Envelop by McClain is liable for in the event of loss or damage.

2. Coverage Options

Option 1 – Basic Liability Coverage (default)

- **Cost:** Included at no extra charge.
- **Protection Level:** \$0.60 per pound, per article.
- **Example:** A 50 lb dresser would be covered for up to \$30, regardless of its replacement cost.
- **Note:** This is the minimum level of liability allowed under federal law.

☐ I choose **Basic Liability Coverage** at \$0.60 per lb per article.

Option 2 – Full Value Protection (FVP)

- **Cost:** \$25 per \$1,000 declared shipment value (\$150 minimum).
- **Protection Level:** Repair, replacement, or reimbursement up to the **declared shipment value**.
- **Requirement:** All items must be packed by Envelop by McClain using approved packing materials. Self-packed items revert to Basic Liability coverage.
- **Exclusions:** See Section 11 of the tariff (e.g., cash, jewelry, hazardous materials, perishables, live plants/animals). TVs and monitors must be packed in approved TV boxes.

☐ I choose **Full Value Protection** with a declared shipment value of:

\$_____ (Premium: \$_____)

Option 3 – Excess Valuation (Above FVP Minimum)

- **Purpose:** Allows you to declare a shipment value higher than the standard Full Value Protection minimum for additional peace of mind.
- **Cost:** Same premium rate as FVP – \$25 per \$1,000 declared value.
- **Form:** Requires completion of Appendix H – Excess Valuation Declaration Form.

☐ I choose **Excess Valuation** and have completed Appendix H.

3. Acknowledgment of Exclusions & Responsibilities

Regardless of coverage level:

- Items in the “Items We Cannot Move” list (Section 11) are **not covered**.
- Items packed by the customer are only covered under Basic Liability.
- Coverage is contingent on payment of all fees prior to service.
- Claims must be filed in writing via email within 9 months of delivery (see Section 15).

4. Signatures

I have read and understand the liability coverage options presented above. I have selected one option and understand that my choice will determine the mover’s maximum liability.

Shipper Signature: _____ **Date:** _____

Mover Representative: _____ **Date:** _____