

## **Brownstone Brothers Moving & Storage**

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**Meticulous Receiving** is an additional, specialized form of cataloging that we offer at our storage facility. Upon receiving a delivery to our warehouse, we **inspect, photograph, note any damage (if applicable), and re-wrap (if there is no damage) the delivered item**. After inspection, we **email you all the relevant information** for each delivery.

If we note any **damage**, we will inform you and send detailed photos of said damage. If we do **not notice damage, but you see something amiss in the photos we send, or need additional information about the items**, you can let us know, and we will follow up as needed.

The cost for this service is **\$250 per mover per hour ("mover-hour")**. **This amount covers the substantial extra office work involved as well.**

**We have a one-hour minimum per delivery.** Some inspections with inventorying do not take more than one mover-hour. Deliveries may require more than one mover, and/or more than one hour, if the delivered item is large; the delivered item is damaged upon arrival; more than one item arrives at once; or you need us to perform a specific task such as assembling a piece from multiple parts to make sure everything functions flawlessly.

We make **inventories of delivered items, with all pertinent information and correspondence** attached. These are traditional paper inventories that we have on file in our office, but we can also **keep your furniture tracking chart (google doc)** updated online, so you can see at a glance which purchases have arrived.

**Invoices with Meticulous Receiving and storage charges** are sent to you roughly every month.

**Storage cost** is the same as any regular storage lot, 89 cents per cubic foot + tax per month, with a 200 cubic foot minimum. The minimum (which comes to \$178 + tax per month) is charged until the lot supersedes the 200 cubic feet. We then continue to keep track of the cubic footage "growth". Storage charges are pro-rated to the day.

**Meticulous Receiving lots are covered through our free, standard insurance, covering items for 30 cents per pound per article; they cannot be covered through extra Replacement Value Insurance.**

We can offer Meticulous Receiving for small projects run by design firms; however, we are too small a company to handle very large projects.

Please impress upon furniture manufacturers and shipping companies the importance of **including a sidemark** - with your firm name, the project name, or the client name - in the delivery information. **Shipping companies should alert us of the date** they intend to deliver.

Once you are ready to receive, we can give you a price for the move out of storage.

Should you decide to have the lot picked up by another company instead, our out-fee of 1.5 x the monthly storage charge applies; that's for us to bring everything to the loading dock.