

# SMA FORM ORDER

Minimum order of forms is 100. Price listed is per form; numbering is subject to additional fee (see numbering fee schedule)

Item	Non Imprinted Order in Qty of 100		Imprinted					
	Member	Non-Member	500 - 900 Forms		1,000 - 1,400 Forms		1,500+ Forms	
			Member	Non-Member	Member	Non-Member	Member	Non-Member
#162 Moving Services Contract (valuation)	\$0.47	\$0.54	\$0.40	\$0.47	\$0.31	\$0.38	\$0.30	\$0.37
#170 Proposal/Moving Services Contract	\$0.72	\$0.79	\$0.63	\$0.70	\$0.49	\$0.54	\$0.45	\$0.52
#185 Proposal for Service	\$0.47	\$0.54	\$0.40	\$0.47	\$0.31	\$0.38	\$0.30	\$0.37
#187 Inventory	\$0.45	\$0.52	\$0.37	\$0.44	\$0.30	\$0.37	\$0.29	\$0.36
#188 Rights & Responsibilities Brochure	\$0.32	\$0.39	\$0.30	\$0.37	\$0.27	\$0.34	\$0.25	\$0.32
#189 Addendum to Moving Svcs Contract	\$0.45	\$0.52	\$0.37	\$0.44	\$0.30	\$0.37	\$0.29	\$0.36
#887 Table of Measurements (cube sheet)	\$0.57	\$0.64	N/A	N/A	N/A	N/A	N/A	N/A
#190 Additional Services	\$0.37	\$0.45	N/A	N/A	N/A	N/A	N/A	N/A
#LC100-3 3Ply Carbonless Reproduction Paper	\$0.32	\$0.39						
#LC100-4 4Ply Carbonless Reproduction Paper	\$0.42	\$0.49						

**Carbonless Reproduction Paper - Front is blank. TxDMV required Contract Terms & Conditions printed on back of all sheets**

### Numbering Fee Schedule

Imprinting must be a **MINIMUM** order of 500

500 - 1,000 forms numbered - add \$17.00

1,001 or more forms numbered - add \$32.00

**SHIPPING FEE: 10% of Form Cost, Residential Deliveries add \$5/box - Minimum freight \$10**

(Please Type or Print Clearly)

#### IMPRINTING INSTRUCTIONS FOR THE FORM ORDERED

Carrier Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, ST Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ TxDMV # \_\_\_\_\_  
 Ordered By \_\_\_\_\_  
 Email \_\_\_\_\_  
 Comments \_\_\_\_\_

#### SHIP TO INSTRUCTIONS

(Complete **ONLY** if different from imprinting information)

Carrier Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, ST Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_  
 Order By \_\_\_\_\_  
 Comments \_\_\_\_\_

Form No.	Quantity	Numbering Chg.	Start Numbering	Form Price	Form Total \$

#### PAYMENT SHOULD ACCOMPANY YOUR ORDER

+ Freight	
Subtotal	
+Sales Tax (Subtotal X 8.25%)	
Grand Total	

#### Payment Information

Visa    MasterCard    Amex    Discover    Check # \_\_\_\_\_  
 Account Number \_\_\_\_\_ Expiration Date: MO/YR \_\_\_\_\_ Security Code \_\_\_\_\_  
 Name as it appears on card \_\_\_\_\_

Submit by Email

Print Form and Fax

Please send form and payment to: SMA \* 510 W 15th Street \* Austin, TX 78701  
 Phone: 512.476.0107   Fax: 512.474.6494   Email: jason@mytexasmover.com  
 mytexasmover.com

# Household Goods Moving Forms Summary



- Form 160**      **Moving Services Contract**  
Provides for warehouse or storage insurance in addition to the transit. When Form 160 is used Form 185, Proposal for Service, must also be given to the customer.
- Form 162**      **Moving Services Contract**  
Provides a separate contract when offering valuation only (\$0.60 per lb. per item) and not insurance. When Form 162 is used Form 185, Proposal for Service, must also be given to the customer.
- Form 170**      **New Combined Form – Proposal for Service/Moving Services Contract**  
Developed in 2007 and amended in 2011, Form 170 contains both the proposal for service (Form 185) and the Moving Services Contract (Form 162) valuation provisions. When Form 170 is used Form 185, Proposal for Service, is not required as a separate document.
- Form 185**      **Proposal for Service**  
Provides for the option of determining number of hours required for a move at the end of the move. When either Form 160 or 162 is used Form 185, Proposal of Services, must also be given to the customer. Form 185 is not required when Form 170, Proposal for Service/Moving Services Contract, is completed and signed by the customer.
- Form 187**      **Inventory** Contains all new symbols (8.5" x 11", 4-part carbonless form)
- Form 188**      **Your Rights and Responsibilities When You Move in Texas**  
TxDMV Rules and Regulations Information for Shippers shall be provided to the customer. The form is available in color from SMA, or the mover may download it in grayscale from the TxDMV website at [www.txdmv.gov](http://www.txdmv.gov).
- Form 189**      **Addendum to Moving Services Contract**  
The addendum to the moving services contract is mandatory on all shipments that do not meet the terms and conditions set forth on the Proposal, Contract, GBL or any purchase order or letter of authorization received by carrier from shipper. *Do not amend an addendum after it has been signed by the shipper; issue a new one; you cannot collect charges if you do not complete the necessary paperwork.*
- Form 190**      **Additional Services**  
Must be issued and then signed by the customer when services and charges therefore not otherwise provided on the original contract are performed.
- Form 887**      **Table of Measurements (cube sheet)**
- LC100-3**      **3-Ply Carbonless Reproduction Paper – Front of the form is blank.**  
TxDMV required Contract Terms & Conditions printed on back of all sheets.
- LC100-4**      **4-Ply Carbonless Reproduction Paper – Front of the form is blank.**  
TxDMV required Contract Terms & Conditions printed on back of all sheets.

- 
- Order Form**      Use the order form provided on the back of this page. Please reproduce the form as needed. All current prices are listed. Please be sure to include proper sales tax.
- Shipping**      Un-imprinted forms are shipped within the week ordered. Imprinted forms take approximately 7–10 days to print and ship directly to the customer. During peak moving season, delivery of imprinted forms takes longer so order early!
- Sales Tax**      Sales tax is 8.25% in Texas. All shipments going to a Texas location must include sales tax.
- Optional Imprinting & Numbering**      You may choose to have your forms imprinted and numbered, including the Rights and Responsibilities pamphlet. The imprinting cost for the name and address is built into the cost of the form; numbering will be an extra fee.
- Un-Imprinted (generic)**      Forms and brochures will be shipped directly from the SMA office. Imprinted or customized forms will be shipped from Proforma Printing.
- Payment may be made by check, Visa, MasterCard, Discover and American Express.**

## CONTACT SMA

phone **512-476-0107**    fax **512-474-6494**    email **[jason@mytexasmover.com](mailto:jason@mytexasmover.com)**    **[mytexasmover.com](http://mytexasmover.com)**