

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		Imprinted					
	Order in Qty of 100		500-900 Forms		1,000-1,400 Forms		1,500+ Forms	
	Member	Non-Member	Member	Non-Member	Member	Non-Member	Member	Non-Member
#162 Moving Services Contract (<i>valuation</i>)	\$0.94	\$1.04	\$0.87	\$0.97	\$0.80	\$0.90	\$0.77	\$0.87
#170 Proposal/Moving Services Contract	\$1.15	\$1.25	\$1.08	\$1.18	\$1.00	\$1.10	\$0.87	\$0.97
#185 Proposal for Service	\$0.94	\$1.04	\$0.87	\$0.97	\$0.80	\$0.90	\$0.77	\$0.87
#187 Inventory	\$0.85	\$0.95	\$0.78	\$0.88	\$0.71	\$0.81	\$0.64	\$0.74
#188 Rights & Responsibilities Brochure	\$0.52	\$0.62	\$0.49	\$0.59	\$0.47	\$0.57	\$0.45	\$0.55
#189 Addendum to Moving Svcs Contract	\$0.94	\$1.04	\$0.87	\$0.97	\$0.80	\$0.90	\$0.77	\$0.87
#887 Table of Measurements (cube sheet)	\$0.94	\$1.04	N/A	N/A	N/A	N/A	N/A	N/A
#190 Additional Services	\$0.94	\$1.04	N/A	N/A	N/A	N/A	N/A	N/A
#LC100-3 3Ply Carbonless Reproduction Paper	\$0.80	\$0.90	\$0.76	\$0.86	\$0.74	\$0.84	\$0.68	\$0.78
#LC100-4 4Ply Carbonless Reproduction Paper	\$0.94	\$1.04	\$0.87	\$0.97	\$0.80	\$0.90	\$0.77	\$0.87

Price changes effective 09/01/2022

Numbering Fee Schedule

Imprinting must be a MINIMUM order of 500

500 - 1,000 forms numbered - add \$18.00

1,001 or more forms numbered - add \$34.00

Shipping Fee: 10% of Form Cost, Residential Deliveries add \$5/box

(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 1103 Sabine Street Austin, TX 78701

Phone: 512.982.7461

Email: kristi@mytexasmover.com

Household Goods Moving Forms Summary



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	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 Form 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 .
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. <i>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.</i>
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 **512-982-7461**

email **kristi@mytexasmover.com**

web **www.mytexasmover.com**