



Claims Directions:

1. Download all forms from the Simple Moving Labor website.
2. Print all forms from the Simple Moving Labor website.
3. Complete each form with all information.
 - a. If you had a load and unload all information for each must be filled out completely, even if the damage was only believed to have been caused on one end of your move.
4. Please provide Simple Moving Labor claims agent with receipt for all moving pads that you rented for your move.
5. Be advised that if you signed up for the Helper service, this service does not provide any insurance for damage claims.
6. Be advised that if you signed up for the Mover service, this service will reimburse by the pound or repair your furniture, whichever is less expensive (see Terms and Conditions for details).
7. You will need to take 2 pictures of each item you would like to place a claim for.
 - a. The first picture should be a full view of the entire item in question.
 - b. The second picture should be a close up view of the area of the item that is in question.
 - c. If there are multiple scratches on the same item, please be sure to identify each area of the item that has damage on the full view photo of the item.
 - d. Label the pictures using the following code.
 - i. Full view photo should be labeled (1)
 - ii. The second picture should be labeled (1A)
 - iii. Additional pictures should be labeled (1B) (1C) etc.
8. Photo's may be emailed or printed and sent to Simple Moving Labor.
 - a. For emailing the photos

- i. Please email them to Claims@simplemovinglabor.com
Cc: CustomerService@simplemovinglabor.com
 - ii. The subject should say "claim # ____ photo's"
 - iii. In the body of every email sent to the damage claims department, be sure to include your claim number, name, and date of service.
 - b. For mailing the photo's
 - i. Please mail all photo's to
Simple Moving Labor
Attn: Claims Administrator
1236 Southridge Ct. Ste. 100
Hurst, TX 76053
 - ii. Include a letter with the photos with your claim number, name, and date of service.
9. Items List must be completed for each item that you wish to place a claim on.
 - a. Information you will need for this form.
 - i. Description of each item damaged
 - ii. Month and Year each damaged item was purchased
10. All forms must be fully completed and submitted to Simple Moving Labor within 60 days of the date of your job. Weekends, and holidays are included in the count for this 60 day window.
11. Once your claim has been submitted to Simple Moving Labor no adjustments can be made to your claim. You must submit all items at one time. You will not be allowed to add any additional item once your claim has been submitted.