

## Information for Your Move to Oberlin

Welcome to Oberlin...

Oberlin College has three moving companies it deals with:

Corrigan Moving

<http://www.corriganmoving.com>

Tim Carney

United Van Lines Agent

To make contact call:

(216)334-7355 or email

[TCarney@corriganmoving.com](mailto:TCarney@corriganmoving.com)

Armbruster Moving & Storage

<http://www.armbrustermoving.com/>

Gus Armbruster

Mayflower Transit, LLC Agent

To make contact call:

(800) 321-1066 or email:

[Gus@ARMBRUSTERMOVING.COM](mailto:Gus@ARMBRUSTERMOVING.COM)

Stevens Worldwide Van Lines

Mary O'Donnell

To make contact call:

(800)843-3065 or email:

[MARY.ODONNELL@STEVENSWorldwide.COM](mailto:MARY.ODONNELL@STEVENSWorldwide.COM)

It is recommended you call at least two of the companies listed above to get an estimate. There may be significant differences in their quotes.

Oberlin College receives many discounts and extra services included in the programs we have with the moving companies. If there is a large disparity between estimates, it is most likely in the way the weight was estimated for your shipment. When evaluating the estimates you should also consider whether you are satisfied with the people moving your possessions. It may be better to pay a few dollars extra if you believe you will get better service, etc. from another carrier. Remind the agents that all quotes must state that it is a "Guaranteed Not to Exceed" price. When setting up the shipment think about the destination, as well as the pickup point, and discuss the situations involved at each end with the carriers making estimates to be sure there will be no unforeseen extra charges. For example, if the carrier arrives in Oberlin and finds that you are moving into a second floor apartment, they may not have included the extra time and effort required in the price. Also, if they arrive and they cannot, for some reason, get the moving van within a specified walking distance, there may be extra charges.

All of the listed companies should know our procedures, but for your information here are the procedures:

1. you contact the agents in the Cleveland-Oberlin area
2. the agent will, in turn, dispatch a local agent in your area to see what they need to move and estimate the weight, packing requirements, etc.
3. the agent in Cleveland-Oberlin area will then receive information from their corresponding agent in your city
4. the agent in Cleveland-Oberlin area will contact you to discuss the move
5. once you decide with whom you want to move, you sign the estimate and return it to the agent in Cleveland-Oberlin area
6. send an email message to Kris Weber, [kris.weber@oberlin.edu](mailto:kris.weber@oberlin.edu), indicating who you selected for the move, then FAX a copy of the signed contract to (440) 775-6283 or attach it to the email
7. the agent in Cleveland-Oberlin area will contact the Oberlin College Purchasing Department for a purchase order. A purchase order will be issued for the total amount of the move and make payment on the total cost. You will, when you arrive in Oberlin, need to contact the Payroll Office to work out a payroll deduction plan to reimburse the college for your share of the cost. For more information on this, please contact the Payroll Office at (440) 775-5608.

Some other comments:

The moving company can pack your goods if you wish, but there is a charge for this service. They can also provide boxes and you can pack them yourself. It is for you to decide what services you want. Again, the college will only pay what has been authorized in the letter of appointment.

The moving companies also have the ability to offer container shipments to those employees that may not meet the minimum weight requirements, or prefer the convenience of this option.

If you wish to move by Uhaul, etc. then you need to make all of the arrangements yourself, move everything and get reimbursed. Contact Payroll with any questions.

Hopefully, you have understood everything addressed here. If you have further questions, please contact the Oberlin College Purchasing Department at (440) 775-MOVE (6683).

Again, welcome to Oberlin...