BROCHURE
UTS REMOVAL SERVICES
for
Radboud University Staff
Introduction

Radboud University staff who, because of their employment or relocation by the university, need to move to the town/city where their duties are based, are in certain cases entitled to a removal allowance.

If you are entitled to such an allowance according to the provisions of the Travel and Removal Expenses Scheme 2004 of Radboud University Nijmegen and are moving to a location within the Netherlands, you should request an offer from UTS Nederland BV for moving your household effects.

Staff members who subsequently have their household effects moved by a different removal company will receive a reimbursement of the costs involved up to the maximum amount of the offer made by UTS Nederland. This is because Radboud University Nijmegen has entered into an agreement with UTS Nederland with regard to private removals.

For removals within Europe and intercontinental removals, you should request at least two offers, including one from UTS Nederland BV. The costs will be reimbursed up to the amount of the lowest offer.

This means you will no longer need to search for a good removal company. Additionally, you will have a contract with just one company, which has the advantage that you can arrange other matters at the same time, for example, the quality of the removal.

This brochure explains which removal expenses are reimbursed, which activities you should carry out at your own expense, and —no less important—what you should do when actually moving house.

Do it yourself

It is, of course, also possible to move all the household effects yourself, by using a rented van or lorry. The rental and/or fuel costs of the vehicle will then be reimbursed upon proof of payment. If you have rented a vehicle, you can send your expense claim together with a copy of the invoice paid to the Personnel Department.

Please read this brochure carefully to avoid unanticipated complications!
UTS Nederland BV

UTS is a joint venture of 18 Dutch removal firms. The associated firms are all members of the OEV, the organisation of "Approved Movers". The joint venture of the UTS companies aims to offer the same high quality to customers throughout the Netherlands. UTS has a network of 35 business locations in the Netherlands. So there is always an UTS company near wherever you live.

Costs reimbursed by Radboud University

When you are moving on behalf of the university, the following costs will be reimbursed.

1. The costs of moving the household effects from your present address (in or outside the Netherlands) to your new address within the Netherlands, including the delivery and collection of boxes and packaging material and the loading and unloading of the removal van.

2. The costs of specific work, including the packing and unpacking of fragile goods such as glassware and porcelain; the packing and unpacking of other small goods such as clothing, linen, books, magazines and household items; the disassembly and assembly of all furniture that must be disassembled and assembled for the purpose of removal.

3. The costs of transport for goods that do not fall under the category of household effects such as garden and border plants or shed contents will be reimbursed up to a maximum volume of 5 m³.

4. If you are a member of the academic staff, the costs of transport for your personal library will also be fully reimbursed.

5. The costs of transport to and from a storage location to your new address.

Please Note: all other costs will be at your own expense, such as:

1. The costs of disassembly and assembly of furniture requiring the specific skills of a furniture maker.

2. The costs of removing and fitting carpeting, hanging up curtains, mounting lamps and other fixtures to walls or ceilings.

3. The costs of disassembly and assembly of wooden sheds and pet houses, etc.

4. The costs of packing and unpacking goods that are part of a hobby collection.

5. Storage costs.

6. The costs of preparing a waterbed for removal.

Please Note: Radboud University does not reimburse all costs of the work the removal company may carry out for you. You should, therefore, make clear agreements in writing with regard to the additional services you require.
What you should during the move

Once you have fixed the removal date, you should send the fully completed Removal Notice Form (enclosed) to UTS Verkroost Verhuizingen in Nijmegen. You should fill out the bottom section of the Removal Notice Form yourself. The top section should be filled out by the appropriate authority.

If you send in the removal notice form at least four weeks prior to the date on which you wish to move, UTS guarantees that its services will be available on that exact date.

Once UTS Verkroost Verhuizingen in Nijmegen has received the removal notice form, the local UTS company will contact you within 24 hours to arrange a pre-removal inspection, during which the mover will make an inventory of your household effects. You will be requested to sign this inventory, as this list will be used to draw up the offer. During the inspection, the mover will inform you about all other aspects of the removal. If you wish (please indicate in advance), the mover may leave packaging material (boxes, etc.).

Storage

If you so wish, UTS will store your household effects for a period of time. The mover can inform you about the applicable conditions and rates.

Quality

After the removal, UTS will send you a quality assessment form. Please fill in this form and return it to UTS. Your cooperation is much appreciated. UTS may also visit you during the removal in order to ensure progress and optimum quality.

Invoice

In accordance with the General Terms and Conditions for Removals, the UTS company will ask you to pay immediately after the removal has been completed. You can use the UTS invoice and inventory to obtain a full reimbursement of your expenses from Radboud University Nijmegen.

The removal company will send you a separate invoice for the work you had carried out at your own expense.

Insurance

The Netherlands, Belgium and Germany:
All private removals carried out by UTS within the Netherlands, Belgium and Germany are covered by comprehensive insurance up to a maximum of €100,000. Insurance costs up to this amount are reimbursed in full by your employer. You will receive a guarantee certificate for this insurance. Insurance costs in excess of €100,000 are at your own expense at a rate of 1 per mille of the excess value.

International:
Different conditions apply for removals within Europe (but outside of the Netherlands, Belgium and Germany) and intercontinental removals. UTS can take out comprehensive insurance for these removals, but the costs of this insurance will vary per country and will also depend on the amount to be insured. This will be included as a separate item in the offer.
General Terms and Conditions for Removals

The 2006 General Terms and Conditions for Removals applies to the relation between the UTS company and customer.

Any questions?

If you should have any questions, please do not hesitate to contact the Human Resources Department. Or call UTS Verkroost Verhuizingen Nijmegen at 024 3775322.

UTS Verkroost verhuizingen BV
Antwoordnummer 1501
6500 WD Nijmegen
Tel. 088 0023000
Fax 024 3789227

Errors and omissions excepted.
REMOVAL NOTICE FORM
Radboud University Nijmegen

To be filled in by the Personnel Department:
The undersigned,
Name:
Position:
Postcode, City/Town:
Telephone number:
Declares that the Travel and Removal Expenses Scheme 2004 of Radboud University Nijmegen applies to Ms/Mr ........................................
Comments (if any): .....................................................................................................................................................
City/Town: Date: Signature: ..................................................................................................................................................

To be filled in by the person concerned:
Name and initials:
Desired removal date:
CURRENT ADDRESS
Street and house number:
Postcode and city/town:
Tel. (home):
Tel. (office):
NEW ADDRESS
Street and house number:
Postcode and city/town:
I would like to make an appointment for removal on the date specified above. / I would first like to receive an offer.
(delete where appropriate)
FAX THIS FORM TO: 024 3789227
OR SEND IT TO: UTS Verkroost verhuizingen BV
ANTWOORDNUMMER 1501
6500 WD Nijmegen

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