

J.D. Carton & Son, Inc.

125 E. Halsey Road
P.O. Box 5246
Parsippany, NJ 07054-6246
Tel. (973) 781-1600
Wats: (800) 222-0660
Fax: (973) 386-1694

Satelite Office
Record Center
Chatham, NJ
Tel. (800) 222-0660



**Company Paid Move Letter of Authorization
Requirements.**

1. Letter must be on company letterhead.
2. Letter must be signed by someone other than the person who is moving.
3. Someone who has the authority to guarantee payment must sign letter.
4. Letter must clearly state the services the company is authorizing payment for.
5. Letter must provide invoicing procedures, address, and contact information.
6. No hand written letters will be accepted.
7. Only when a letter is received and a satisfactory credit check is performed will move be approved by J. D. Carton for billing.
8. J. D. Carton must be notified 10 business days in advance of your first service date, to invoice your company.
9. Please mail original letter and fax a copy to 973-386-1694.

If you have any questions regarding this procedure please contact your move coordinator.

Thank you.

J. D. Carton & Son, Inc.
Agent for Allied Van Lines