

PRIOR TO MOVE

- __ Empty trash-baskets, ashtrays, diaper pails.
- __ Make sure anything needed in-transit is separated.
- __ Put jewelry, coin collections, etc into your suitcase.
- __ Put birth certificates, hours & important papers into suitcase.
- __ Clean out refrigerator. Dispose of perishables.
- __ Take down anything nailed or screwed into walls.
- __ Dispose of flammables & combustibles: bleaches, paints aerosols.
- __ Computer: secure your hard-drive and disconnect.
- __ Empty: lawnmowers, radiators, tanks of fuel.
- __ Take draperies down and hang on hanger or fold.
- __ Complete our statement of customer responsibility.
- __ We cannot by law move plants to some states. For questions please feel free to call our office.

MOVE DAY

- __ Secure your pets.
- __ Make sure appliances, satellite, swing sets, pool tables, trampolines, etc have been disconnected by either yourself or a service company arranged.
- __ Remove snow from driveway and sidewalks. Salt if needed.
- __ Place your luggage and needed items in car or closet with a sign “don’t move”.
- __ Show crew the items in your home that need special attention or insurance.
- __ Give crew leader the filled out statement of customer responsibility.
- __ Before signing anything: walk through home and make sure all is loaded.
 - **If anything is left at residence, it is your responsibility****
 - **any discrepancies, note on inventory-or call our office****

DELIVERY DAY

- __ Secure pets, remove snow, plug in phone.
- __ Ask driver for copy of the inventory.
- __ Stand near doorway of your home and “check-off” items on inventory, as well as give general directions as to placement in your home.
- __ Once truck is empty, confirm all items received.
- __ Advise driver what, if anything needs to be unpacked. NOTE: unpacking is removing contents of cartons and placing on a designated surface.
- __ Open any box that had a high value item noted on statement on inventory.
 - **This document is the acceptable proof of missing items****
 - **Call our office immediately for a “tracer” and a claim form****
 - **Do not discard any item damaged***