

### 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\***