

## TIPS FOR A BETTER AND SAFER MOVE

The Guidelines below are aimed at customers choosing the self pack option. Packing Materials (where applicable) can either be purchased from our office or delivered directly to your door (mainland addresses) as a "Homepack"; the cost of this service will be added to your bill. Should you need further advice, please contact our office on 01471 822777. In order to make your removal as stress-free and safe as possible, please follow the instructions below:

### **BOXES:**

- Ensure these are sound and in strong condition

### **CHINA:**

- Pack larger and heavier items in the bottom of the box first then fill with smaller and lighter items for the top half.
- Make sure that enough packing material is put between each item to prevent movement and possible damage. Pack plates, saucers and dishes on their edge as it is the strongest part. Pack cups, mugs & glasses on their sides.

### **PICTURES/MIRRORS:**

- All pictures and mirrors must be bubblewrapped
- Stand them on their edge and keep the tallest ones to the side of the box, smallest in the middle

### **BOOKS:**

- Must be packed into smaller book boxes as they are very heavy
- Should be packed on their edge with spines facing upwards to a maximum of 2 layers deep or 12 inches depending on size

### **BEDDING/LINEN/CLOTHING ETC:**

- Black poly bags may be used for bedding, clothing etc but please ensure that they are of good thick quality (ordinary bin bags can be used doubled-up).

### **HANGING CLOTHES:**

- We can supply portable wardrobe cartons on the day of removal for hanging adult clothing.

### **BEDS/FLAT PACK FURNITURE**

- These items should be dismantled prior to removal. They travel much better in transit this way. Remember to keep all screw, bolts together in a safe but handy place.

### **ELECTRICAL APPLIANCES:**

- Dismantle and disconnect items for transit, e.g. TV, DVD, computers, washing machine, cooker etc.
- Where possible, all electrical equipment, e.g. TV, DVD, must be boxed.
- All table lamps must be boxed. Shades removed and boxed.

### **GARDEN/GARAGE ITEMS:**

- All garden tools must be cleaned and taped together in bundles of 4 or 5. Drain all garden hoses.
- Garage items (i.e. small tools etc) should be boxed and lidded
- REMINDER - Pot plants are carried at your own risk, - they tend to break/crack in transit.
- REMEMBER – no liquids (flammable or otherwise), gas bottles (empty or full), paints or wet batteries can be carried.

### **LOFT CONTENTS:**

- Please sort, clear and bring down to next level, i.e. Landing area.

**Finally remember: Do not Overfill Boxes. All boxes must be lidded, flat on all sides with no objects protruding and taped securely**

## PIN THIS ON YOUR WALL!

<b>MOVING CHECK LIST</b>	
Keep track of what needs to be done by ticking the boxes as you complete each task	
	Confirm your dates with us
	Notify all your creditors
	Sign and return the Acceptance form together with your payment
	Clear your loft
	Check out Standard Liability Cover
	Give a spare key for your new home to our crew
	Advise the Council of your removal date and arrange for parking for our vehicle
	Plan where things will go in your new home
	Arrange a contact number and advise us of it
	Cancel milk and newspapers
	Dispose of anything you don't want
	Find and label keys for your purchaser
	Run down freezer contents and defrost (and fridge too!)
	Arrange for minders to take care of pets and very young children on moving day
	Contact carpet fitters to arrange for uplifting of carpets if necessary
	Send change of address cards to friends and relatives
	Book for mains services disconnection and meter readings
	Separate valuable items and documents ready for you to hand-carry on moving day
	Cancel all rental agreements
	Sort out any items which are not to be moved
	Notify your doctor, dentist, optician and vet
	Put garage/garden tools together as described overleaf
	Notify your banks and credit card companies
	Take down any light-fittings you wish to take with you
	Notify your telephone company and ISP
	Take down curtains and take up carpets
	Arrange for the re-routing of your mail
	Collect "amusements" for children for the journey
	Notify TV Licence, car registration and passport offices
	Put together a basic catering pack for the family at the new home – including the kettle!
	Provide us with clear written directions to your new address
	<b>RELAX – AND LEAVE THE REST TO US!</b>