

# OUR FULL PACKING SERVICE

The Full Packing price on your Quotation will be added to your removals invoice and should be paid at the same time. The quoted price is INCLUSIVE of all packing materials pertinent to your removal as detailed on your completed Quotation Request form.

We have allowed sufficient time in our schedule for your packing service to be carried out.

**In order to make your removal ready for the arrival of our crew, please follow the guidelines below:-**

- I. Please bring all items down from the loft area onto the first floor prior to the arrival of the removals crew, unless the loft area is accessed by a fixed staircase and is properly floored, with good lighting. (Health & Safety).
- II. Please disconnect & dismantle the following – television, video recorder, DVD player, satellite box, computer system, audio equipment, table lamps prior to the arrival of the removal crew.
- III. Washing machines, Dishwashers, Cookers, Fridge & Freezers etc must be disconnected from the mains . Washing machine & Dishwasher pipes must be drained of water. Freezers thoroughly defrosted and free of any water or ice.
- IV. Beds must be dismantled prior to removal. Additional charges will be made if removal crew have to dismantle and reassemble. Other F/P Items such Bookcases & Tables should be dismantled also. Remember to keep all screws, bolts & Allen keys together in a safe but handy place.
- V. Please sort through your garage and garden equipment, cleaning, drying, boxing and bundling as you go prior to the arrival of our removals crew.
- VI. Bundle garden tools into groups of 4-5.
- VII. Drain any petrol from Strimmers or Lawn mowers.
- VIII. REMEMBER– no liquids (flammable or otherwise), gas bottles or paints can be carried.**
- IX. Please place all items to be packed out in plain view, e.g. on worktops (kitchen), dining table etc.
- X. The removals crew have been instructed to pack the following items (as appropriate):  
crockery, china, kitchen utensils, ornaments, glassware, table lamps, standard lamps, pictures, linen, hanging clothing, books, tapes, videos together with your small electrical appliances as detailed in (ii) above
- XI. REMINDER – Pot plants are carried at your own risk. Pots crack easily in transit.

### **P.T.O FOR OUR REMOVALS CHECKLIST JUST TO MAKE SURE NOTHING'S LEFT TO CHANCE**

	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>