



# Tips to Prepare for Moving Day

## What you can do to save time & money

- 🏠 Unless previously requested, packing materials (carpet protector, boxes, or tape) will not be available by the relocation crew on moving day
- 🏠 If self-packing:
  - separately stack heavy boxes from light/medium-weight boxes, this will insure less handling time and keep lightweight and fragile boxes off the bottom when loaded onto the truck
  - Properly box all electronic equipment, especially TVs, computers, etc. It's best if they are transported in your vehicle and we can load/unload them for you.
  - Tape all boxes closed and mark with the room they will be going to. Be sure to mark boxes of sensitive items as "fragile."
- 🏠 Disconnect or unplug all electronics and appliances before movers arrive:
  - **Electrical Cords:** Remove from component and put into personal bag/box OR tape to the component itself.
  - **Washer/Dryer:** Disconnect all water and electrical connections
  - **Fridge/ Freezer:** Disconnect all water and electrical connections
- 🏠 Empty the contents of refrigerators, cabinets and desks. Remove small, fragile and valuable items from file cabinets and drawers.
- 🏠 Do not stuff more items into drawers that will increase the weight of the piece
- 🏠 Disassemble bed frames and put all hardware into plastic bags that can be stored in a nightstand drawer to insure against loss during transit
- 🏠 If we are only moving certain items for you, please make sure paths are cleared for the movers' safety and to save time
- 🏠 Remove all light bulbs and shades out of lamps
- 🏠 Keep all important paperwork handy (method of payment, coupons, lease/home paperwork) so they do not get packed up or misplaced during the move
- 🏠 Items we cannot transport on our trucks and for which other arrangements must be made:
  - Gasoline Cans
  - Firearms/Ammunition
  - Open Liquor bottles
  - Aerosol Cans
  - Hazardous or Corrosive Materials
  - Yard equipment with fuel
  - Live, potted plants
  - Animals or pets
  - Un-cleaned pet habitats (kennels, cages, etc)

