

Below are some suggestions that could save you time and money during your move. Local moving is on an hourly basis. Therefore, the more you do, the more money you will save.

Arrange for a place for the moving van to park at origin and destination.

Parking your car on the street in front of your home can reserve a parking space. The closer the truck parks to your home, the less time the move will take.

Prepare your family and pets for moving day. You may consider a babysitter for very young children. If you have dogs or cats, you may consider a kennel or bringing them to a neighbor's house.

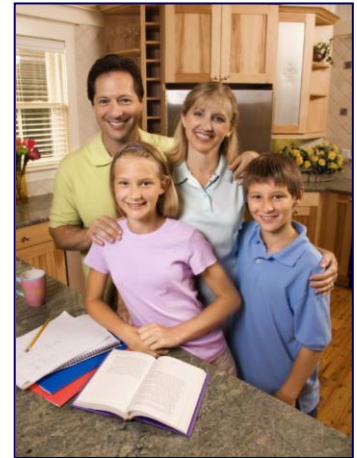
Prepare your home for moving day. Tie back gates and screen doors and remove doors if required. Keep hallways and doors clear of boxes to allow the moving crew quick access to all parts of your home. If you had any concerns or issues when you originally moved into your home, advise the movers so they will be prepared.

Plan and measure. Measure and plan where your furniture will be placed in your new home prior to moving day to save time upon delivery.

Disconnect and bundle cords. Disconnect cords on TV's and stereo components; tie into bundles.

Reserve the elevator for moving day. If you live in an apartment or condominium with an elevator, talk with the Manager about reserving the elevator on moving day. Also, inquire whether they have elevator pads and can pad the elevator for you.

The best way to save money is by doing the packing yourself. It is best to use sturdy cartons which are uniform in size with "lids". Moving company cartons are preferred since they stack better and enable the move to be performed more quickly. Heavy items should be in small cartons. Packing paper and tape is available through your Relocation Consultant.



Take bedding off beds. Leave a fitted white sheet over the mattress.

Disconnect all appliances. Washers, dryers, refrigerators, ice-makers, freezers and other large appliances should be emptied and disconnected prior to arrival of the moving crew. Turn off water and drain water hoses on washer. A majority of front load washing machines must have the stabilizing/ shipping screws installed prior to moving them. Gas appliances may need special servicing. If not, you may consider having a local appliance center provide this service.

Lamp Shades. All lamp shades should be placed in cartons.

- ❑ **Place boxes in stacks.** As you pack boxes, stack them, but no higher than the light switch.
- ❑ **Pack PCs in original boxes or in a large cardboard box.**
- ❑ **Most dresser drawers can be left with clothes inside.** Filing cabinets can stay full. Generally, night tables, end tables, buffets, cabinets and desks should be emptied. Remove valuables and bottled items.
- ❑ **Wardrobes are provided on moving day at no extra cost.** Wardrobes cartons are provided at no extra cost as long as they are given back to the driver at the end of your move. Wardrobes can be quickly packed and are a much better option than loading clothes in the back of your car. A fee will be charged for unreturned wardrobes.
- ❑ **You may stage items in the garage or close to the moving van.** On moving day, feel free to move anything you can carry yourself to and from the truck. You may not however, enter the truck or assist our men with carrying large furniture.
- ❑ **As a rule, anything that can fit in a box should be packed in a box.** Oversized pictures and mirrors can be carefully placed in the truck wrapped with quilted furniture pads. Valuable pictures or mirrors should be packed in picture cartons. You may choose to pack items that are time consuming.
- ❑ **Remove items from your attic.** Bring all items down from your attic and up from the basement to the most convenient spot for loading to save time.
- ❑ **Inform the movers of items not to be shipped.** Let the moving crew know which items that you will be transporting yourself. Place them in one area away from other items.
- ❑ **Have newly purchased items delivered directly to your new home.** Save money by having new furniture delivered directly to your new home rather than moved by the crew.



- ❑ **We have trained packers.** If you need packers, we will be happy to provide you with that service. However, the more you pack, the more money you save. Our Relocation Specialist will be happy to discuss with you how much it will cost for packing services.
- ❑ **Carry backyard items to the front of your home.** Coil and couple garden hoses. This facilitates carrying and prevents leakage.
- ❑ **Provide a map to your new address.** Include directions for the moving crew.
- ❑ **Homeowner's insurance often does not cover transit damage.** If you call your insurance company, be sure to request coverage for "accidental damage caused by the mover" not only fire, theft and collision.