

## Tips & Hints

In general, drawers can be left full (not bed drawers)

Label all boxes with contents & final destination (e.g. Books/Study or Glassware/Dining Room)

Do not stick labels on to furniture

To minimise odour, place some new tea bags into your fridge (if storing)

Ensure appliances are thoroughly drained & cleaned (if storing)

Pets will be nervous – contain in a room so they don't disappear

## Moving Checklist

Be sure to use our checklist below to ensure your move is as hassle-free as possible.

### Booking your move

- Phone to ensure dates are available
- Confirm new address details are correct
- Advise of any potential access issues/delays in keys
- Send back acceptance form - **remember to state value of contents**
- Pay deposit – normally 30% of moving costs

### Preparing for move

Notify the following:

- Utility companies
- Sky TV
- Doctor, dentist, optician, vet
- Bank/savings accounts & share providers
- Insurance company & obtain new quote
- DVLA
- Passport office
- TV licensing
- Council for council tax purposes
- Milkman & newspapers
- Re-direct mail with post office
- Friends and family – provide moving card
- Neighbours – NB if blocking access

### Preparing the house – prior to moving day

- Order moving accessories (if packing)
- Remove goods from loft\*
- Dispose/sell any items not being moved
- Lift any carpets/organise for carpet fitter\*
- Disconnect appliances that are being moved
- Dismantle any furniture required\*

- Remove curtains/blinds if coming\*
  - Remove light fittings if coming
  - Run down the freezer contents
  - Empty pots if necessary
  - Run mower dry of fuel if required
  - Put garage & garden tools together
  - Organise for children/pets to be catered for
  - Have a plan of where items go in new property
- \*unless the moving firm have agreed to do this

### Preparing the house – on moving day

- Ensure that parking spaces reserved if needed
- Strip beds and place into utility bags/black bags
- Carry out any last minute dismantling if required
- Have a 'safe area' with important documents handy
- Pack jewellery and any loose money in to car
- Take meter readings and advise utility companies
- Gather up spare keys ready for estate agent
- Make sure mugs, tea, coffee & biscuits available
- Before leaving ensure you check the property is completely empty**

### Post move

We are happy to do one collection only of your used packing materials. All we would ask is that you slit the tape to collapse the box (not rip it off) and please ensure paper only is placed in bin bags as we won't accept general refuse!

Contact us on 01926 882282 to arrange.

**Payment Terms.** Deposit of 30% to be paid at point of booking (please call office to confirm availability). The balance must be paid 3 working days before the removal starts (packing day(s) count as day 1 if option is taken). Credit cards currently incur a 2% charge.

**Storage Charges.** Storage is billed 4 weekly in advance. Payment terms are 28 days for crate storage and 14 days for self-storage (deposit also required for self-storage). You only pay for the days in store, with any unused credited back. For redelivery please give as much notice as possible as it is subject to availability. All outstanding balances must be paid 3 days before delivery.



U.K. Moves



European Moves



International Moves



Office Moves



Storage

