



THE PACKING PROCESS: WHAT YOU NEED TO KNOW

A great move starts with a well planned pack job. Below are some tips that you can do in the weeks leading up to your move that make things run smoothly when your packing crew shows up as well as an overview of what will happen on pack day so you know what to expect.



Pack day is by far the most important day of your move so please make plans to be available for the crew all day to guide and answer questions.

Day Before/Day Of:

- Disconnect all electronics and if your belongings are going to storage, make sure to remove the batteries.
- Put any pets in a secured area while the crew is in your home. Please place a note on the door of the room indicating the pet's location.
- Defrost and dry your freezer and refrigerator the night before you move.
- Make sure all walkways are clear of ice, snow, mud or debris and alert neighbors if we will be blocking their driveways.

The Crew Arrives – The Process:

- The crew foreman will discuss with you the packing plan before they begin. Please share any specific preferences (ex: pack bedroom last, preferred time for lunch break, etc.), point out any precious or fragile items, and do a walk-through of your home.
- Once the pack and load is complete, you will do a final walk-through with your driver of the premises/property to ensure that nothing has been left behind or forgotten in any cupboards or less-obvious areas. Please be very thorough with this check. You will be asked to sign documents to confirm you are satisfied that everything has been packed. If at a later date you realize that something has been left behind, you may be responsible for any financial costs if a crew needs to return to your residence and additional shipping is required.
- Be sure all of your belongings are listed on the inventory and get a copy of that and your bill of lading from your driver before he leaves.
- Have your signed "Check Off Sheet" ready to give to your crew leader.

Communication Is Key!

- If there is anything about how your pack is progressing that is concerning you, please let us know while the crew is still at your home – this is very important!
- If your property is in any way damaged during the pack, please inform your Move Coordinator immediately and make a note of where, and the type of damage on your loading documents.

Tips/Hints/Reminders:

- Put a note on the door of each room stating how you want the boxes packed in that room labeled. (ex: Your basement items may go into your bonus room at your new home so the label for the basement would be "bonus room".) Please take the labels with you and place them on the door in your new home so the movers can quickly see where you want everything to go.
- Please keep in mind that you may experience some creasing of clothing/ soft materials. This is an inherent vice of relocating and is unfortunately unavoidable.
- The movers will pack the items in the same condition as found (ex: If your clothing is neatly folded into your drawers, they will be placed so in the cartons. If you have clothing in a dryer, they will be placed into cartons directly from the dryer).
- Each family member should pack a suitcase like they are going on a two-week vacation so you will have all of your immediate belongings with you.
- If your shipment will be going into storage please keep in mind you will not have access to your belongings while in storage, so set aside all items you need with you until your final delivery.