



# Moving Tips & Time Savers

**Move boxes and smaller items** to a central, ground-level location. We suggest the garage or main living room, both of which are usually easy to access for the crew.

- If you cannot move these items to a central location within the house, we suggest stacking them near the entry of each room.

**Furniture** - Disassembly and reassembly of standard furniture is included in your move, but we can only reassemble furniture that we have disassembled. If you plan to disassemble and reassemble your own furniture, please do so before the movers arrive. Saving the movers time and reducing mover-packed boxes, saves you money! Here are some tips to help us prepare for disassembly and moving:

- Empty drawers (dressers, nightstands, desks, cabinet drawers, etc.)
- Take leaves out of tables
- Take glass shelves out of cabinets
- Strip beds of sheets and bed skirts
- Remove all loose items (top of dressers, tables, entertainment stands, bookcases, etc.)
- As a rule of thumb, anything that can fit in a box should be in a box!

**Unplug and disconnect all electronics.** Consider taking photos of the back of computers, TVs, and other electronics before disconnecting them for an easy reference later. We also suggest using paper masking tape to label one or both ends of each cord.

**Remove all lightbulbs and lamp shades.** Lamp shades are often fragile. Pack them in moving boxes or plan to place them in your car for self-transport to avoid damage while in the moving truck with other, larger items.

- If a lamp will fit in a box - pack it. Professional movers can carry more boxes at a time than individual lamps and shades.

**Have a plan for where everything is going.**

- **Color-code** your boxes and corresponding rooms at destination. Every person's handwriting is different and can sometimes be hard to read. Use colored labels or even Post-its (with extra tape) to label the top and side of each box. Put the same color label on or above each doorway at the destination. For example, if you place a green sticker or Post-it on every box in your kitchen, and a green sticker or Post-it over your kitchen door, it will make it easier for the crew to place the corresponding boxes in the correct room. This will minimize the time the crew spends trying to figure out where things go and will save you from finding kitchen boxes in the basement!
- The movers can also unload your boxes to a central location, such as the garage or your living room. This will save you time and money during the move, but leaves you with the task of moving your boxes into the appropriate rooms later.

**You can help!**

- Larger items and furniture can only be carried by the movers. However, you can assist by carrying small items or boxes and placing them by the side of the truck. For liability reasons, our movers are the only individuals allowed on the moving truck and are responsible for loading, unloading, and securing your household goods.

**For the safety and security of your belongings and our staff,** you are responsible for the self-transport of the following items. Please secure these items before the movers arrive so they are out of the way.

- Financial, legal and identification documents, jewelry, medications, munitions, unlocked firearms, currency, perishables, liquids that are not factory sealed, hazardous materials and other valuables.