

HELPFUL HINTS TO HELP MINIMIZE DISRUPTION DURING YOUR MOVE

LABEL ALL PRODUCTS

Employees should discard unneeded items to maximize productivity during the pack and unpack. Each piece of furniture, carton, etc., must be labeled in accordance with the plan. Any product not labelled we will assume is not to be moved. The movers will take care of taping down drawers to desks, file cabinets, etc. Tape will be removed by the movers, once the item has been placed at the destination. Run offs from the desks will be unbolted and rebolted by the movers.

ASSIGN A ROOM AS A "LOST AND FOUND" AREA

Any items mistakenly not labeled or misplaced, etc. you will find placed in this assigned area.

ALL COMPUTERS SHOULD HAVE THEIR COMPONENTS DISCONNECTED PRIOR TO OUR ARRIVAL

Components will be padded and wrapped, then put into bins for safety and efficient handling. Please label all pieces as to their destination. Keyboards, patch cords, etc. should be placed in the keyboard bags provided. Filter screens for PC monitors should be packed into cartons where possible.

PICTURES AND ARTWORK

Pictures should be placed in the cartons provided. All pictures not fitting into cartons should be left on the wall with a numbered label on it. Our foreman, as a convenience, will remove these pictures and bin them. If you wish the moving company to take 100% liability on handling expensive artwork, please discuss these items with your consultant to ensure picture cartons are used and transit protection is in place with reference to a cost breakdown.

VALUABLES

Any valuables over \$ 2,000.00 should be pointed out to Salmon's attention in writing.

PACKING

Employees should discard unneeded items to maximize productivity during the pack and unpack of office contents. Pack all loose contents from desks, storage cabinets, bookcases, credenzas, etc. Desks are put on end onto dollies in order to clear doorways, etc. All products will stay on dollies and will "roll" into new area (unless the job is a stair carry situation). Please label the 2 cubic foot cartons provided by Salmons Transfer on the ends not on top of the box.