

PRIORITY CHECKLIST FOR PLANNING AND MOVE

- Selection of the carrier (mover).
- Coordinating change of address on all forms, stationery, invoices, etc.
- Forwarding change of address notices to banks and financial services, insurance carriers, credit card companies, newspapers, magazines, clubs, and suppliers.
- Providing floor plans of the new office to the mover detailing the placement of your furniture.
- Notifying utility and service companies of connection and disconnection dates.
- Installing a telephone system and scheduling sufficient training time before the move to familiarize employees on its operation.
- Securing adequate liability coverage for employees and materials before, during and after the move.
- Communicating to employees their roles during the move.
- Working with designers and/or contractors to make sure the new office space is ready for your move date.
- Coordinating delivery with new furniture and fixture suppliers on dates acceptable by the move coordinator and moving company (usually before scheduled delivery date).
- Make elevators, reservations notifications to origin and destination building as soon as possible. Our quote will assume exclusive access to the elevator, halls, and docks (or parking areas).
- Ensure all machines are serviced, if necessary, prior to the arrival of the moving crew.
- Phone your photocopier company to check on your contract with them. They will advise you on whether your contract specifies an "in house" mover or your mover may provide this service. Prior to moving, all liquids and/or powders must be secured or removed, collators detached or secured and trays taken off.
- Plumbed appliances; please have 3rd party disconnect and prepare to transport prior to your mover's arrival, e.g. cleaned out, defrosted, drained.

Note: Arrange for 3rd party to re-plumb if required at destination.

