

## PACKING

Our strong advice is that you arrange for us to pack professionally for you, it may cost a lot less than you thought and saves you money by cutting down the risk of damage. However, if you decide to self pack, start as early as is practical. Have an area set aside where items that you are going to personally transport to your new home are kept, along with the cartons, bags and cases into which they will be put.

You must use strong cartons and proper packing materials. Ask us to supply you with the professional packing materials we would use if we were packing for you.

### CHINA AND GLASS

Line the carton with shredded newspaper and wrap pieces individually in tissue paper. Mark the box 'Fragile' or 'Very Fragile'.

### BOOKS

For weight reasons, the rule of thumb is no more than 30 to a carton.

### PLATES, RECORDS AND CDs

Stand on side, do not pack flat.

### TOYS

Ask the children which toys they would like left out - do not pack them.

**IT'S BETTER TO HAVE ADVANCED REMOVALS PROFESSIONALLY PACK FOR YOU.  
A PACKING QUOTATION IS FREE.**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Address Book             | <input type="checkbox"/> Frying Pan            | <input type="checkbox"/> Sugar                   |
| <input type="checkbox"/> Baby Food                | <input type="checkbox"/> Kettle                | <input type="checkbox"/> Tea                     |
| <input type="checkbox"/> Basic Tools              | <input type="checkbox"/> Light Bulbs           | <input type="checkbox"/> Tinned Food             |
| <input type="checkbox"/> Bedroom Window Coverings | <input type="checkbox"/> Map                   | <input type="checkbox"/> Tin Opener              |
| <input type="checkbox"/> Candles                  | <input type="checkbox"/> Matches               | <input type="checkbox"/> Toilet Roll             |
| <input type="checkbox"/> Change of Clothes        | <input type="checkbox"/> Milk                  | <input type="checkbox"/> Toiletries              |
| <input type="checkbox"/> Coffee                   | <input type="checkbox"/> Nails and Screws      | <input type="checkbox"/> Towels                  |
| <input type="checkbox"/> Condiments               | <input type="checkbox"/> Nappies               | <input type="checkbox"/> Thermos                 |
| <input type="checkbox"/> Cooking Pot              | <input type="checkbox"/> Notepad and Pen       | <input type="checkbox"/> Torch                   |
| <input type="checkbox"/> Cutlery                  | <input type="checkbox"/> Needle and Thread     | <input type="checkbox"/> Travel Sickness Tablets |
| <input type="checkbox"/> Electrical Tape          | <input type="checkbox"/> Paperclips            |  |
| <input type="checkbox"/> Essential Medication     | <input type="checkbox"/> Paper cups and Plates |  |
| <input type="checkbox"/> First Aid Kit            | <input type="checkbox"/> Pet Food              |  |
| <input type="checkbox"/> Fuses                    | <input type="checkbox"/> Plug                  |  |
|   | <input type="checkbox"/> Scissors              |  |

**PUT THESE ITEMS IN A SEPARATE PLACE SO THEY DON'T GO ON THE VAN**

# ADVANCED REMOVALS & STORAGE

Freephone: 0800 0850 678

## MOVING TIPS



### Organising it all...

#### Taking stock

Take a long hard look at what you really want to keep and what you've kept for years past its usefulness. There is of course an added advantage of getting rid of items that have passed their sell-by date. You may be able to sell them and taking less may reduce the removal charge.

#### Floor Plan

Draw a floor plan of your new home and name each room so that it can be identified by the removal crew, that way items will be delivered to the right location.

#### Labelling

Clearly label particularly large items and mark on the floor plan the position you would like them in the room.

#### Cartons

- Don't use cartons that are very large.
- Don't overload cartons.
- Mark on cartons what they contain.
- Mark cartons with the room in which they are to be left.
- Mark cartons with information such as 'Fragile', 'This way up' etc.

Before just tossing your belongings into boxes a master plan is called for. Follow the 'Things To Do & Arrange' checklist overpage.



## THINGS TO DO AND ARRANGE

### BENEFITS

- Advise DSS
- Advise Child Benefit
- Advise Pensions

### BURGLAR ALARM

- Leave operating instructions for new owners
- Ensure current owners of your new home leave instructions for you

### CARS

- Advise DVLA
- Advise Motoring Organisations
- Make sure your car is in good running order for the journey to your new home

### CHILDREN

- Arrange whenever possible for young children to be looked after on removal day

### CLEANING

- Arrange to collect all Dry Cleaning.
- Arrange to clean carpets in new home.

### CLUBS

- Advise Book Clubs
- Advise Music Clubs
- Advise Football Club for Season Ticket

### CUPBOARDS AND DRAWERS

- Check cupboards are empty
- Check drawers are empty

### DOCUMENTS

- Assemble all documents you will need during and shortly after the move

### DISCONNECTION/INSTALLATION OF APPLIANCES

- Arrange Gas
- Arrange Electric

### DISPOSAL OF UNWANTED ITEMS

- Advertise in plenty of time
- Arrange for house clearance
- Take items to Charity Shop
- Take remaining items to Council Tip

### FINANCIAL

- Inform Bank
- Inform Credit Card company
- Inform Store Charge Cards
- Inform HP Companies
- Inform Premium Bonds
- Inform Companies where you own shares

### FORWARDING ADDRESS

- Leave forwarding address for the new owner

### FRIENDS & FAMILY

- Make a list of who you want to advise

### HEATING SYSTEM

- Leave operating instructions for new owners
- Ensure current owners of your new home leave instructions for you

### HOME DELIVERIES

- Advise Milkman
- Advise News agent
- Advise Catalogue/ Mail Order Companies

### INSURANCES

- Inform existing insurers
- Arrange new insurance where applicable

### KEYS

- Leave all keys for new owners
- Ensure current owners of your new home leave all keys for you

### MEDICAL

- Inform existing Doctor
- Inform existing Dentist
- Arrange new Doctor
- Arrange new Dentist
- Do not pack important medication
- Place First Aid Kit in car

### NEW PURCHASES

- Work out budget for items for your new home and place orders
- Keep a note of promised delivery dates and chase suppliers

### PETS

- Purchase Pet carriers
- Advise Vet
- Arrange whenever possible for pets to be looked after on removal day

### PERISHABLES

- Start running down food in freezer if journey is a long one
- If goods are going into store, defrost and dry out freezer and fridge

### POST AND COMMUNICATIONS

- Inform Royal Mail and set up redirect
- Arrange to cut off telephone
- Arrange to re-connect telephone
- Arrange call re-direct
- Inform mobile phone supplier

### PROFESSIONAL ADVISORS

- Inform Solicitor
- Inform Accountant
- Inform Financial Advisor

### RECORDED DELIVERY MAIL

- All important notifications should be sent by Recorded Delivery Mail

### RELIGIOUS

- Advise your religious centre

### REMOVALS

- Confirm date with removal company
- Clearly label items not to be taken
- Work out packing schedule if applicable
- Purchase packing materials if applicable

### RENTALS

- Advise television company
- Advise other electrical appliance companies
- Return Library books
- Return DVDs

### SCHOOLS

- Inform existing schools
- Arrange new schools

### SERVICE CONTRACTS

- Advise all Service Contractors
- Advise all guarantee providers
- Ask current owners of your new home to send copies of service contracts and/or guarantees for items they are leaving

### TAX

- Advise tax authorities
- Advise Council

### TELEVISION

- Advise licence authority
- Advise cable/satellite supplier

### TRADESMAN/HANDYMEN

- Leave list for new owners
- Ensure current owners leave you a list

### TRANSPORT IN YOUR OWN VEHICLE

- See removal day survival kit on back cover
- Valuables, look at your insurance cover

### TRAVEL

- Advise railway for season ticket

### UTILITIES

- Arrange gas to be cut off or meter read
- Arrange gas connection at new address
- Arrange electricity to be cut off or meter read
- Arrange electricity connection at new address
- Advise water supplier

### WASHING/DRYING

- Ensure all washing is dry on removal day