



*Professional Household Movers*

## PRE-MOVE CHECKLIST FOR YOUR MOVE

### 4 TO 6 WEEKS BEFORE MOVE

- Discuss with your Merchants move coordinator the full particulars about your company's policy, accessorial services, delivery requirements and information about carrier's liability.
- Discuss the limited liability for loss and damage, and the availability of added value protection.
- Send change of address cards to publications, friends, businesses, etc.
- Notify post office of new address and date it will be effective.
- Have medical and dental records transferred.
- Contact schools and advise them of your move.
- Notify attorney, clergy, insurance agents, etc.
- Close out charge accounts.
- Notify utilities of cut-off date. (don't discontinue phone service until after your move date)

### 2 WEEKS BEFORE MOVE

- Pick up items at cleaners and repair shops.
- Notify Merchants of any changes in the amount of household goods to be shipped, or changes in dates.

### 1 WEEK BEFORE MOVE

- Empty lawn mower and/or snowblower and dispose of any flammables such as paint, turpentine and charcoal lighter fluid.
- Arrange to stop newspaper delivery.
- Close out bank accounts and arrange to have funds transferred to your new bank.
- Remove items from safety deposit box and put them into a strong box to take with you.

### 1 DAY BEFORE MOVE

- Clean out refrigerator & freezer and leave doors open so it can dry.
- Pack suitcases.
- Put aside airline tickets, keys and other small valuable items that you will take with you.
- Clearly mark items not to be loaded.

### MOVING DAY

- Check over inventory with driver.
- Point out, and give a list of any items not to be loaded to your Keyman.
- Check closets, cubbyholes, the drawer under your stove, attic, garage and yard to see that Merchants has loaded everything that is to go.
- Leave your forwarding address with the new owners.
- Discuss the delivery requirements with Merchants.
- Advise Merchants where you or your representative can be reached at destination.
- Advise your Keyman of specific directions on how to get to your new residence.
- Reconfirm with your Keyman the expected delivery date or dates.

### DELIVERY DAY

- Plan to be on hand at delivery to check-off delivery, to answer questions and give directions as to furniture placement, or arrange for someone to represent you.

*Should you have any questions or concerns, **at any stage of your move**, please call Merchants Moving & Storage Company at 262-631-5680.*