

STEPS OF A RELOCATION

PRIOR TO MOVE:

Keep your telephone connected during pack and load days. Communication is key. We will contact you during pack and load days.

Complete a *High Value Inventory* if you have personal items valued in excess of \$100/lb.

Move ALL valuables yourself such as jewelry, important papers, stamp and coin collections, etc. You will not have coverage under the valuation protection plan unless declared on the High Value Inventory form.

We will not be able to move aerosol cans, flammable paints, or explosives. Please dispose of properly.

SURVEY: (With Local United Representative)

Walk with your representative through your house, emphasizing special concerns.

Make sure all items and rooms have been viewed (i.e., attic, rafters, basements, etc.).

Discuss target moving dates and delivery period with preferred delivery dates.

Inform representative of any abnormal unloading conditions at residence (e.g., narrow road, long carries, outside staircase, over-hanging trees, etc.).

PACKING: (Be Present)

Walk with your packers through your house, emphasizing special concerns.

Point out items for temporary living quarters and storage. **Place these items in a separate location.**

Show packer the *High Value Inventory* form, **if** one has been completed.

Have essential items separated to be packed last, loaded last, and delivered first (For example, small tools, light bulbs, one-day bedding, towels, toilet paper, soap, first aid kit, flashlight, special toys, bikes, vacuum, paper cups, paper towels, folding table and chairs).

When packing has been completed, walk with the lead packer through your house to make sure all items have been packed. (Check all cupboards, closets, etc.)

Beds and bedding will not be packed on pack day. Van operator will pack remaining items on load day.

LOADING:

Accompany van operator during inventory process, making sure all items are labeled.

Give *High Value Inventory* form to your van operator if one has been completed.

Identify and separate items to load last.

Perform a final walk-through, make sure all items have been loaded (i.e., attic, basement, closets, outside etc.).

Let van operator know if unpacking assistance is needed.

Confirm van operator has address and phone number at destination.

DELIVERY:

Recommend two adults present to receive goods.

One will check off items from inventory.

One will direct placement of furniture.

Using the enclosed *Inventory Control* form (number 1-659) will simplify the check-off process.

Make notations of any visible shortages or damages of non-packed items on inventory under the heading *Exceptions At Time Of Delivery* on both your copy and van operator's original inventory form.

Unpacking service is usually performed by the van operator at time of delivery.

Make sure all items disassembled items by van operator are reassembled at destination by the van operators.

UNPACKING:

Unpacking consists of removing items from cartons, not placement of contents into cupboards, shelves, dressers, etc.

If "maid" service is requested, please inform your representative prior to delivery. The additional cost must be approved.

All cartons unpacked by the van operator will be removed by the van operator.

Removal of boxes unpacked by you is an additional charge and must be approved by your company if arranged through O'Neil Relocation.