

Household Goods Moving Tips

Planning

- ✓ The busiest moving period is the last 7 days of every month, especially in the summer months (May, June, July and August). By avoiding these dates you help ensure a smooth, trouble-free move.
- ✓ Please give as much advance notice as possible to set your requested dates to ensure crew and equipment availability. During the summer months a minimum of 30 days notice is requested. We understand this is not always possible, but the more notice you provide, the better able we are to meet your needs.
- ✓ Please understand that everyday we are in your house will be a full day. For larger homes, please make your travel plans for the day after your move. This relieves stress on you and our crews.
- ✓ Please review your move policy and any information you have received from your salesperson or surveyor.

Prior to the Move

- ✓ Remove all money, jewelry, valuables and personal documents before the packing starts. We strongly recommend taking these items with you.
- ✓ Separate goods that you do not want shipped with the movers.
- ✓ If an extra delivery is made, make sure those items are separated and are on a separate inventory.
- ✓ Dispose of all flammable, combustible, explosive and corrosive liquids, lye, paints and dyes.
- ✓ Plan meals that use up perishable foods.
- ✓ Clean charcoal from your grill. Propane tanks can not be moved.

Loading Day

- ✓ Plan your day so you will be available to the mover all day. If you will not personally be at your residence, it is your responsibility to have a reliable representative at your home.
- ✓ Be sure all items are listed on the inventory.
- ✓ When everything is loaded, please check all rooms, closets, attics, cupboards, drawers and the basement to make sure nothing is left behind.
- ✓ Please inspect your home and note on the paperwork any residence damage at the time of loading.
- ✓ Make sure that the driver has your correct address and all the phone numbers he or she will need to contact you for delivery.
- ✓ Get a copy of your Bill of Lading and Inventories from the driver before he or she leaves.

Delivery Day

- ✓ Check off your shipment and indicate placement of items as they come into your new home. In larger homes this may require 2 adults.
- ✓ Please note any apparent damage or missing items on the inventory prior to signing.
- ✓ Plan on being at your home the entire time the movers are unloading.
- ✓ Prepare an area for excess items that may not fit into your home.
- ✓ Unpacking is best performed the day after delivery and must be scheduled prior to the start of your move. Items unpacked are not put back into cupboards or shelves, but placed on any flat surface. Please keep this in mind when requesting unpacking.
- ✓ It is the crew's responsibility to reassemble all items they disassembled. Make sure all beds are properly set up prior to the driver leaving. A 3rd party service will be set up by your coordinator in the event of any difficult or unusual items.
- ✓ Please inspect your home and note on the paperwork any residence damage at the time of delivery.

After the Move

- ✓ Notify your relocation coordinator of any damage, claims or concerns. Do not throw away any damaged items or cartons. You must complete and return a claim form for processing of your claims.
- ✓ The Gallup Organization may be calling you for feedback on our services. Please take a few minutes to answer their questions. Your feedback is very important to us.