



IMPORTANT THINGS TO DO

1. Have telephone disconnected the day after loading. We want to be able to communicate on pack and loading days.
2. Move all personal valuables yourself; jewelry, important papers, stamp and coin collections. Separate and remove prior to packing procedure.
3. Move or discard all aerosol cans, flammables, paints and explosives yourself.
4. The United Agent controlling and monitoring your relocation is:

5. Read and follow Relocation Procedure Guide.
(Attached to this sheet)



RELOCATION PROCEDURE GUIDE

Survey Procedure:

1. Walk through the house with representative emphasizing special concerns.
2. Make sure all items have been seen (attic, rafters, basements, etc.)
3. Discuss moving dates and delivery period with preferred delivery date.
4. Let representative know of any abnormal unloading conditions at new residence (long carries, narrow road, outside stairs, etc.)

Packing Procedure: (Be Present)

1. Walk through home with packers emphasizing special concerns and point out items not to be packed for temporary living quarters, if storage is involved. Place these items in separate locations.
2. Have essential items separated to be packed last, loaded last, and delivered first (small tools, light bulbs, one day bedding and towels, toilet paper, soap, first aid items, flashlight, special toys, bikes, vacuum, paper cups, paper towels, folding table and chairs)
3. When packing has been completed, walk through home with lead packer to make sure all items have been packed. (check all cupboards, closets, etc.)
4. Beds and bedding will not be packed on pack day. Driver will pack on load day. Identify boxes with bedding, and have driver load last and separate.
5. Try to get a good night's sleep, and remember we are here to help you.



RELOCATION PROCEDURE GUIDE

Loading Procedure: (Be Present)

1. Accompany driver during inventory process, make sure all items are labeled.
2. Identify and separate items to be loaded last.
3. Have final walk through, making sure all items have been loaded (check attic, basement, closets, outside, etc.)
4. Let driver know how much unpacking assistance you will need.
5. Make sure driver has correct contact phone numbers and address at destination.

Delivery Procedure: (Be Present)

1. Recommended for two adults to be present to receive goods, one to check off items from inventory, one to direct placement of furniture.
2. Notate any visible shortages or damage on inventory under heading Exceptions at time of delivery on both your copy and driver's copy.
3. Use the enclosed cross reference sheet to simplify the receiving process. Thumbing through many pages of inventory is cumbersome. This one sheet (bingo sheet) makes the job easier.
4. Normally, unpacking service is performed by driver at time of delivery.
5. Make sure items that were disassembled are reassembled by the driver.

The Best Move You'll Ever Make



RELOCATION PROCEDURE GUIDE

Unpacking Procedure:

1. Unpacking is removing items from cartons, not replacement of contents into cupboards, shelves, dressers, etc.
2. If additional “maid” service is needed, let us know prior to delivery. This is an additional cost and must be approved by your company.
3. Driver will remove cartons unpacked at time of delivery.
4. Removal of remaining boxes is an additional charge and must be approved and arranged through the United Agent controlling your move.

Claim Procedure:

1. Do not discard damaged items and/or box it was packed in.
2. It is your responsibility (not driver's) to contact your local United Agent or Agent controlling your move, immediately to assist you.