



Six-Week Checklist For A Smooth Move

So you've decided to make a move. Are you ready to box up everything you own - all the possessions that mean "home" to you and your family - and ship them to another part of the country? It's no wonder that moving is ranked among life's most stressful events. However, with the proper planning and preparation, you can make your next move a smooth one. This calendar will serve as your "countdown" to moving day.

Six Weeks Before Your Move

- * Take an objective look at what you own, and decide what must go and what can be left behind. Books you've read and will never read again? Records you haven't listened to since college? The pan with a broken handle or the children's long-neglected games? Extra weight costs more money.
- * If you have a lot of things worth selling, you may want to organize a garage sale.
- * Start a central file for all of the details on your move. It's a good idea to buy a brightly colored organizer folder with pockets - you'll be less likely to misplace it. Make sure to collect receipts for moving-related expenses. Depending on your reason for moving, you may be entitled to a tax deduction.
- * Create a floor plan of your new home, and begin thinking about where you'll want to place furniture. Advance planning eases the stress of making major decisions when your furniture arrives at your new home. Mark and label specific pieces of furniture on your diagram, and put it in your moving folder.

Four Weeks Before Your Move

- * Notify the post office, magazines, credit card companies and friends and family of your change of address. The U. S. Postal Service offers a kit to make this process easier.
- * Contact utilities (gas, water, electricity, telephone, cable TV) to schedule disconnection of services on the day following your move. You'll want to have utilities on while you're still in the house. Call the utilities in your new town to arrange for service to start the day before your move so that you have service when you arrive at your new home. And don't forget to





arrange for an expert, if necessary, to install fixtures upon their arrival at your new home.

- * Complete any repair work on your old home, and arrange for any critical services needed at your new home.
- * If packing yourself, start packing seldom-used articles like fancy dishes and glasses, specialty cookware, non-essential clothing, curios, art, photos, and decorative items.
- * As you pack, remember to keep each box light enough to be handled by any of the members of your family - not just the strongest person. Heavier items go in smaller boxes, lighter items in larger boxes.
- * If you are planning a garage sale, pick a date at least a week before the move, and advertise it locally. Think about teaming up with neighbors who want to sell some of their old belongings, and plan a neighborhood "super sale."

Three Weeks Before Your Move

- * Take inventory of your everyday household goods, such as radios, pots and pans and small appliances. Decide which items you will discard or put in storage.
- * Self-packers: start your serious packing. Label the contents of all boxes, and pack carefully.
- * As best you can, box essential items together, and write "Open First/Load Last" on these boxes. When you move into your new home, you'll be able to easily identify these boxes and get to important items like pots, dishes, silverware, alarm clocks, bedding, pillows, towels, cherished toys and essential items for babies or children.
- * Make sure you have your driver's license, auto registration and insurance records.
- * Contact your doctors, dentist and veterinarian to receive copies of medical records.
- * Pack phone books from your old town to make staying in touch with old friends easier.
- * Make personal travel arrangements (flights, hotel, rental cars) for your trip.
- * Plan your food purchases to have as little as possible in the freezer or refrigerator by the time you move. Use up all frozen items, and buy only what you'll eat in the next three weeks, because you can't ship them.





- * Arrange to clean your new home, or plan to clean it yourself as close to move-in as possible. Since the home will probably be unoccupied by this time, make sure the cleaning is thorough and covers all those nooks and crannies usually blocked by furniture or appliances.
- * Contact your children's schools, and arrange for records to be forwarded to your new school district.
- * Make new bank safety deposit box arrangements in your new hometown. Make arrangements to safely transfer items from your old safe deposit box to your new one.
- * Hold a garage sale now.

Two Weeks Before Your Move

- * Check with your insurance company to cancel current coverage or transfer coverage to your new home.
- * Make arrangements for transporting your pets and any house plants, because movers can't take them in the van.
- * Meet with your bank to change account status.
- * Transfer all current prescriptions to a drug store in your new town.
- * Cancel any delivery services such as newspapers. Consider starting a subscription to the newspaper in your new town to introduce you to local news happenings.
- * Have your automobile serviced if you're traveling by car.
- * Be sure to empty secret hiding places to remove valuables and spare house keys.

One Week Before Your Move

- * Mow your lawn for the last time.
- * Dispose of toxic or flammable items that can't be moved. Drain the gas and oil from gas-powered tools such as lawn mowers and snowblowers; movers will not take them if full.
- * Double check to make sure arrangements have been made to disconnect and service your major appliances being moved.
- * Pack your "trip kit" of necessary items that should go in your car and not the moving van: your checkbook, cash or travelers checks, medications, essential toiletries, light bulbs, flashlight, toilet paper, pet food, spare glasses or contact lenses, baby or child care items, toys and car games for children and your notebook with moving information





- * If you have young children, arrange for a baby-sitter to watch them on moving day. Since you'll have your hands full, the extra attention from a sitter will distract the child's attention from the turmoil of a move.
- * Also arrange for a baby-sitter to be available when you arrive at your new home with young children.
- * Pack your own suitcase of clothes for the move.
- * Put your "open first/load last" boxes in a separate place so the mover can identify them.
- * Pay all outstanding bills. Be sure to indicate your new address on payment receipts.
- * Remove any fixtures you are taking with you and replace (if specified in your home- selling contract),

One To Two Days Before Your Move

- * The movers will arrive to start the packing process
- * Empty and defrost your refrigerator and freezer, clean both with a disinfectant and let them air out. Put baking soda or charcoal inside to keep them fresh.
- * Arrange for payment to the moving company. This payment must be made when your belongings arrive at your new home - before your belongings are unloaded. Find out your moving company's accepted methods of payment, terms, and its policy for inspecting your belongings when they arrive to determine if any breakage has occurred.
- * Empty your safety deposit box. Plan to take important papers, jewelry, cherished family photos, irreplaceable mementos and vital computer files with you.
- * Write directions to your new home for the van operator, provide the new phone number and include phone numbers where you can be reached in transit - either a car phone or friends, old neighbors, a place of business or relatives with whom you'll be in contact. You'll never be out of touch for long, should an emergency arise.
- * Leave your forwarding address and phone number for your home's new occupants.
- * If your old house will be sitting vacant, notify police and neighbors.

Moving Day

- * Remove linens from the beds and pack in an "open first" box.



- * When the movers arrive, review all details and paperwork. Accompany the van operator to take inventory. Verify delivery plans.
- * If there is time, give the home a final cleaning, or arrange in advance for someone to perform this service the day after moving out.

Move-In Day

- * If you arrive before the movers, take some time to tidy up your home (dusting shelves, etc.) so the movers can unpack items directly onto clean shelves. If you plan to line cupboards with shelving paper, this is a good time to do it.
- * Unpack your car.
- * Review your floor plan to refresh your memory about where you want furniture and appliances placed.
- * Check to make sure the utilities have been connected, and follow up on any delays.
- * Confine your pets to an out-of-the-way room to help keep them from running away or getting unduly agitated by all the activity. You might even consider boarding them overnight at a local kennel until you're settled.
- * Plan to be present when the moving van arrives. Be prepared to pay the mover before unloading.
- * One person should check the inventory sheets as items are unloaded. A second person should direct the movers on where to place items. Once all items are unloaded, unpack only what you need for the first day or two. Focus on creating a sense of home for your family. Give yourself at least two weeks to unpack and organize your belongings.





How to Pack Like a Pro

How To Pack

1. You can save a lot of money if you do the bulk of the packing on your own. Limit yourself to non-fragile items such as books, linens, clothing and shoes; and replaceable items such as plates, dishes (not fine china or expensive silverware), and small kitchen appliances. These items will be cheaper to replace in case of damage as opposed to hiring workers for the extra labor. Leave the furniture, mattresses, and heavy appliances to be packed by the mover.
2. The heavier the item, the smaller the box it should occupy. Don't toss everything into one huge box. It will make the hauling much more difficult. A good rule of thumb is if you can't lift the box easily, it's too heavy! Keep the weight of the box under 50lbs and remember to always lift with your knees, not your back.
3. You should never let the movers pack your jewelry, family heirlooms, or other priceless items. Should they be lost or damaged, the insurable value will not come anywhere near the value you would place on them. Such items include jewelry, sports memorabilia, photo albums, and various hobby collections. Pack these items yourself and take them with you, either in the car or as carry-on luggage if size allows.
4. Get the proper boxes for your items - the right sizes and strengths. Have enough wardrobe boxes, as they'll save you ironing time later. You can pack t-shirts and jeans in suitcases and regular boxes but you don't want to pack your fine clothing such as suits or dresses in the same place. Save space by tossing in shoes at the bottom of the wardrobe box, but be reasonable. Don't let the box become too heavy or susceptible to fallout from the bottom. Purchase the padded dish boxes with dividers to protect your fine china. For your replaceable and non-fragile items, save money by using the free boxes that you can obtain from supermarkets and wrapping the items in old newspaper.
5. Take the time to pack everything carefully. It is important for you to buffer and separate the fragile items that you pack with old newspaper, bubble wrap, sheets, blankets, pillows and towels. Wrap each fragile item separately. Fill in empty spaces to minimize movement during transit. Pack plates and glass objects vertically, rather than flat and stacked. Purchase strong tape- not masking tape but either duct tape or the plastic and strapping tape that movers use.
6. For the safety of your items, movers are required to inspect each box tendered for shipment. Immediately point out to your mover each and





- every box that you packed yourself, especially if they're fragile or valuable. The mover will advise you on whether the boxes need to be repacked in sturdier, more appropriate boxes. They have the right to refuse to load any box they deem improperly packed. Any improperly packed boxes must be repacked either by you or the mover. All repacking services are additional costs. However, if you agree to use used boxes, they may give them to you for free. Professional moving companies use only sturdy and reinforced cartons. Although the boxes you can obtain from your neighborhood supermarket may be free, they are not nearly as strong or padded. They are more susceptible to causing damage to your valuables in transit. Keep in mind that movers are not liable for items they didn't pack.
7. To protect themselves, movers will not disconnect your major appliances. Before the movers arrive to pack and load, unplug and prep your refrigerator, dishwasher, stove, washer and dryer. Also prep your computer and back-up your important files.
 8. Movers will not transport living things such as your plants or pets. If you do not wish to give them away, don't forget to prepare them for the move. They will need a "plant/pet suitcase" of their own.
 9. Movers will not transport or allow you pack hazardous materials. These items include: paint, thinners, solvents, oils, varnishes, firearms and ammunition, bottled gas, propane, lamp oil, anything flammable, explosive or corrosive, motor fuels and oils, nail polish remover, bleach and aerosol cans. Also note that spilled sesame oil leaves a terrible stench on nearby items.
 10. Make the loading process easier and more organized by designating a room in your home/apartment, preferably the one closest to the door, in which to place all of your boxes. Keep related boxes together since they'll end up in the same room. This will help cut on the carrying time and make the move much more efficient.

More packing Tips

1. Your chances for a damage-free move are much greater when the movers do the packing. They're experienced and they use only the best boxes and packing supplies. However, you can save a lot of money if you do the bulk of the packing, though you should limit yourself only to highly replaceable and non-fragile items such as books, linens, clothing, inexpensive plates, dishes, and small kitchen appliances. Keep in mind that the movers are not liable for the items they didn't pack, however, these items will be cheaper to replace in





- case of damage as opposed to hiring workers and purchasing their supplies. Let the movers pack your furniture, mattresses
2. Purchase the proper boxes. Wardrobe boxes save you valuable ironing time later on. Although you can pack t-shirts and jeans in suitcases and regular boxes, you don't want to pack your fine clothing such as suits or dresses in the same place. Mattress cartons protect your mattresses from filth, grease, and rips and tears during the transit. Padded dish boxes with dividers help protect your fine china. For your replaceable and non-fragile items, you can save money by obtaining free boxes from the supermarket and wrapping the
 3. Take the time to pack your items carefully, especially if you are packing your fragile items on your own. It is recommended that you purchase the professional packing supplies for these items. However if you use regular boxes, it is important that you buffer and separate the fragile items with plenty of old newspaper, bubble wrap, sheets, blankets, pillows, or towels. Fill in empty spaces to minimize movement during transit. Wrap each item separately. Pack plates and glass objects vertically, rather than flat and stacked. Fully secure the bottoms to
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 6. Do not pack hazardous materials. These items include: paint, thinners, solvents, oils, varnishes, firearms and ammunition, bottled gas, propane, lamp oil, anything flammable, explosive, or corrosive, motor fuels and oils, nail polish remover, bleach and aerosol cans. Also note that spilled sesame oil leaves a t
 7. Facilitate and organize the loading process by designating a room in your home, preferably the one closest to the door, in which to place all of your boxes. This will also help keep the area to and around your large pieces of furniture open. Group related boxes since they'll end up in the same room.





General Insurance Information

All interstate moving companies are required to assume liability for the value of the goods which they transport. However, there are different levels of liability and consumers should be aware of the amount of protection provided and the charges for each option. Basically, most movers offer four different levels of liability under the terms of their tariffs and pursuant to federally approved Release Rates Orders which govern the moving industry. These four levels (options) are described below.

Option 1: Released Value

This is the most economical protection option available. This no-additional-cost option provides minimal protection. Under this option, the mover assumes liability for no more than 60 cents per pound, per article. Loss or damage claims are settled based on the pound weight of the article multiplied by 60 cents. For example, is a 10 pound stereo component, valued at \$1000 were lost or destroyed, the mover would be liable for no more than \$6.00. Obviously, you should think carefully before agreeing to such an arrangement. There is no extra charge for this minimal protection, but you must sign a specific statement on the bill of lading agreeing to it.

Option 2: Declared Value

Under this option, the valuation of your shipment is based on the total weight of the shipment times \$1.25 per pound. For example, a 4000 pound shipment would have a maximum liability value of \$5000.00. Any loss or damage claim under this option is settled based upon the depreciated value of the lost or damaged item(s) up to the maximum liability value based on the weight of the entire shipment. Under this option, if you shipped a 10 pound stereo component that originally cost \$1000, the mover would be liable for up to \$1000, based on the depreciated value of the item. Unless you specifically agree to other arrangements, the mover is required to assume liability for the entire shipment based on this option. Also, the mover is entitled to charge you \$7.00 for each \$1000 (or fraction thereof) of liability assumed for shipments transported under this option. In the example above, the valuation charge for a shipment valued at \$5000 would be \$35.00.





Option 3: Lump Sum Value

Under this option, which is similar to Option 2, if the value of your shipment exceeds \$1.25 per pound times the weight of the shipment, you may obtain additional liability coverage from the mover. You do this by declaring a specific dollar value for your shipment. The amount you declare must exceed \$1.25 per pound times the weight of the shipment. The amount of value that you declare is subject to the same valuation charge (\$7.00 per \$1000) as described in Option 2. For example if you declare that your 4000 pound shipment is worth \$10,000 (instead of the \$5000 under Option 2), the mover will charge you \$7.00 for each \$1000 of declared value, or \$70.00, for this increased level of liability. If you ship articles that are unusually expensive, you may wish to declare this extra value. You must make this declaration in writing on the bill of lading.

Option 4: Full Value Protection

Many interstate movers offer a fourth level of added-value protection, often referred to as "full value protection" or "full replacement value". If you elect to purchase full value protection, articles that are lost, damaged or destroyed will be either repaired, replaced with like items or a cash settlement will be made for the current market replacement value, regardless of the age of the lost or damaged item. Unlike the other options, depreciation of the lost or damaged item is not a factor in determining replacement value when the shipment is moved under full value protection. The exact cost for full value protection may vary by mover and may be further subject to various deductible levels of liability which may reduce your cost. Ask your mover for the specific details of its plan.

Under these four options, movers are permitted to limit their liability for loss or damage to articles of extraordinary value, unless you specifically list these articles on the shipping documents. An article of extraordinary value is any item whose value exceeds \$100 per pound. Ask your mover for a complete explanation of this limitation before your move. It is your responsibility to study this provision carefully and to make the necessary declaration.

These optional levels of liability are not insurance agreements which are governed by state insurance laws, but instead are authorized Released Rates Orders of the Surface Transportation Board of the U.S. Department of Transportation.



In addition to the above options, your mover can also sell you, or procure for you, separate liability insurance if you release your shipment for transportation at a value of 60 cents per pound per article (Option 1). Then, in the event of loss or damage which is the responsibility of the mover, the mover is liable only for an amount not exceeding 60 cents per pound per article and the balance of the loss is recoverable from the insurance company (up to the amount of the insurance purchased). The mover's representative can advise you of the availability of such liability insurance and the cost. If you purchase liability insurance from or through your mover, the mover is required to issue a policy or other written record of the purchase and to provide you with a copy of the policy or other document at the time of purchase. If the mover fails to comply with this requirement, the mover becomes fully liable for any claim for loss or damage attributed to its negligence.



Moving Plants

You can take your plants with you when you move without harming them. Here are some tips.

- * Call your local U.S. Department of Agriculture to check on regulations if moving from one state to another. Many states have restrictions on certain kinds of plants to prevent importing bugs or pests that can destroy valuable cash crops in that state.
- * A couple of weeks before you move, prune plants to facilitate packing. Consult a florist or a plant book for instructions.
- * A week before your move, put your plants in a black plastic bag with a bug/pest strip, conventional flea collar or bug powder in the bag before you put the plant in. Close the bag and place in a cool area overnight. This will kill any pests on the plant or in the soil.
- * The day before your move, place the plants in cardboard containers. Make sure they are held in place by dampened newspaper or packing paper. Use paper to cushion the leaves and place a final layer of wet paper on top to keep them moist. Water the plants normally in summer, a little less in winter.
- * On the day of your move, set the boxes aside and mark "DO NOT LOAD" so they won't be taken on the moving van.
- * On the day you leave, close boxes, punch air holes in the top and load in your car.
- * When on the road, be careful where you park your car. Look for a shaded area in the summer and a sunny spot in the winter.
- * Unpack the plants as soon as you can after arriving. Remove plants through the bottom of the box in order to avoid breaking the stems. Do not expose the plants to too much sunlight at first. Let them get accustomed to more light gradually.
- * If you must leave your plants behind, then take cuttings, Put them in a plastic bag with wet paper towels around them.



Moving with Younger Children

- * Children of different ages will react to the move differently. It is important that you are attentive to their needs and feelings. More so than with teens, you'll need to sit down and discuss the events of your move with younger children.
- * Toddlers will be old enough to sense changes in their environments. Since they spend most of their days with at least one parent, it's important not to neglect them. Otherwise, when they see the house in disarray and gradually getting emptier, they may worry about being left behind. Quickly allay their fears by keeping their favorite toys around and trying to keep as stable a household as you can during the planning and packing. As long as toddlers are comfortable and are close to their parents, they will not be affected by the move.
- * Let him pack and tote along some of his special possessions (do not discard any of them before the move, no matter how old and tattered they are).
- * Elementary school children have developed relationships with people outside of their homes. Leaving their friends will be difficult but the idea of moving to a different place can be exciting.
- * Since school is the primary place where children make friends, children in this age-range tend to have the easiest time making friends. They spend most of their time in school with the same classmates and the same teacher. Relationships develop naturally.
- * Children in this age-range should also be active participants in the move. Allow them to pack their own belongings. Teach them your new address and phone numbers right away. After the move, take the time to show them around their new neighborhood.





Moving with Kids

You're readying for a move and you have a million things to take care of: closing the deal on your new house or apartment, anticipating your new job, and scheduling a pick-up, but it is important that you don't neglect your children. Take some time to discuss the upcoming events with them. Children take their cues from their parents, so make sure that you stay upbeat and positive throughout. Help them see the move as an exciting new beginning.

When is the best time to move? Unfortunately, there is no "best" time to move with your children. Unless you count moving only after you've discussed it with your children. Get their input about the timing of the move. Try to avoid making your word the law.

It'll be very hard for your teen if you decide to relocate during their senior year of high school, right before they graduate.

For your younger children, a move during the school year will allow them to immediately go from one social setting into another. They'll be receiving more attention from classmates and the teacher as the "new kid." On the other hand, a summer move may allow your children to become better acclimated with their surroundings. This way they won't be thrust into unfamiliar territory both at school and at home.

Your children may not like the reasons for the move, but with good communication, they'll understand them.

Moving with Teens

You may give them an inch, but make no mistake about it, they'll take a whole mile.

They may rebel, complain, and even say they hate you, but when you're moving with your teens, you must exhibit the patience and serenity of a Buddhist monk. Especially if they have to switch schools. Especially high school! And especially if they have to leave their friends.



Teenagers have had more time to grow and develop an attachment with their social environment. Expect some moping and acting up early on and expect it to continue as long as a month after the move.

It'll be easy for you to become irritated and impatient but it is important that you deal with your child in the best manner possible. Granted, they may not want to talk to you right away but you should always let it be known that you're available at any time.

And they'll never be alone. How can they in the age of instant messaging and wireless phones? They'll be in constant contact with their friends. These friends, no matter how much you disapprove of their tattoos and piercings, only want the best for your child. They'll help your kids cope by constantly reassuring them and dishing out advice. Kids understand kids the best. True you were once their age, but that was many, many years ago...

You may balk at this hands-off approach, but chances are, you've raised your children right.

And here's the kicker: Teens are very resilient.

Parents just have to weather a few storms before the realization hits.



Terminology used in the Moving Industry

Additional Services

Services such as packing, appliance servicing, unpacking, or stair carries that are needed due to either your request or building regulations may result in additional charges.

Advanced Charges

Charges for services performed by a third party at your request. The charges for these services are paid for by the mover and added to the charges on your Bill of Lading.

Agent

A local moving company authorized to act on behalf of a larger, national company.

Bill of Lading

This is the contract between the mover and the customer. It also acts as a receipt. It is important to understand everything on the bill of lading before you sign it.

Binding/Non-Binding Estimate

* **Binding:** The mover quotes a flat price based upon a given inventory. No matter how long the job takes, the flat price is always paid. It is given only when an onsite estimate is performed.

* **Non-Binding:** These estimates are based upon the movers' previous experience of jobs similar to yours. As the name suggests, these estimates are subject to change.

* **Hourly Rates:** Customers are charged by the hour per man, per truck.

Carrier

This is the mover that you are working with.

C.O.D. - Cash on delivery

This is when payment is required at the time of delivery.



Expedited Service

This is an agreement to transport goods by a set date in exchange for a higher rate.

Guaranteed Pickup and Delivery Service

A premium service whereby dates of service are guaranteed, with the mover providing reimbursement for delays. This type of service is often subject to minimum weight requirements.

High Value Article

These are items in a shipment that are valued at more than \$100 per pound.

Inventory

The detailed descriptive list of your household goods showing the quantity and condition of each item.

Linehaul Charges

Basic method of billing for long distance service. Linehaul charges are calculated by mileage and the weight of your shipment. Linehaul charges may not include fees for charges such as the ones noted above in 'additional charges'.

Local moving

Local moving usually refers to moves of less than 100 miles within the same state. This type of move is based on hourly rates and is regulated by the states DOT (Department of Transportation) or other regulatory body.

Long Distance

* **Intra State:** This is a move of more than 100 miles within the same state.

* **Inter State:** This is a move from one state to another and is billed by weight and distance. This type of move is regulated by the United States Department of Transportation.

Long Carry Charge

An additional charge incurred when articles must be carried an excessive distance to the movers truck.



Order for Service

The authorizing document allowing movers to move your goods.

Order Number Also known as the Bill of Lading.

It's the number used to identify and track your shipment.

Peak Season Rates

A premium rate that is charged at certain times of the year. This rate is generally applied in the summer months.

Pickup and Delivery Charges

This is an additional charge that is applied when you have to transport your shipment between the Storage in Transit warehouse and your residence.

Shuttle Service

Occurs when a smaller vehicle is used to haul goods to a location that is not accessible to large moving trailers.

Stair-Carry Charge

An extra charge for carrying items up or down flights of stairs.

Storage-In-Transit (SIT)

Temporary warehousing of your goods pending further transportation or transportation to your new home if it isn't ready for occupancy. You may not exceed a total of 180 days of storage, and you are responsible for the added SIT charges as well as the warehouse handling and final delivery charges.

Valuation

The amount your goods are worth. The valuation charge compensates the mover for assuming a greater degree of liability than that provided for in the base transportation charges.

Warehouse Handling

An additional charge applicable each time SIT service is provided. This charge compensates the mover for the physical placement and removal of items within the warehouse.



Move In Day

The carrier is required to contact you at least 24 hours in advance of their arrival. Be present to receive your shipment or have an authorized person wait on-site.

If the carrier is held up from completing the job, through no fault of their own and basically waiting on you, you will be charged accordingly. The carrier gives you a window of 2 free hours.

If you are not available to receive your shipment after the 2 hours, your shipment will be placed into a storage facility at your expense. This means you will have to pay for a number of additional charges, including, but not limited to:

1. The effort it took to place your items into storage.
2. The renting of the storage space.
3. The time, manpower, and the truck that will be required for the carriers to retrieve your items from storage and deliver them to your place.

Read all paperwork carefully. Don't sign anything until you are in full agreement with what is written. Does the final price match the estimate that you were given? Write down the carrier's reasons for any discrepancies.

The carrier has the option and legal right to bill you before he unloads your items. If you refuse to pay, he has the legal right to place your items into storage at your expense.



Unloading

1. Check off the items on the inventory sheet, as they are unloaded into your place.
2. Check the condition of each item and look for any damages. If you should find any damages to your items, write them down in 'exceptions' column next to the item on the inventory sheet. Take photographs if you must.
3. If there is external damage to boxes that you packed yourself, write it down next to the box number listed on the inventory sheet. You won't know if there is damage to its contents but in case there is, the poorly handled boxes may help determine if the movers are liable. Save all damaged boxes to help validate your claim.
4. List all missing boxes and items.
5. If it is stipulated in the bill of lading, make sure the movers reassemble all items that they disassembled.
6. If you notice damages or missing articles, it doesn't help to argue with the carrier. Your claim must be filed and settled with the moving company. Contact them immediately. Request that they send a representative or hire an independent adjuster to inspect the damage.
7. Do not attempt to repair or polish any furniture that is damaged. You may either cause further damage or alterations to the scratches that make the damages look old.
8. Call the moving company and request a claim form. You must file your loss or damage claim against the moving company within 9 months after your shipment has been delivered.
9. Move-in day is a very busy time. You may not notice all damages immediately. Don't think that you have to unpack and scrutinize everything all in one day. Remember that you have up to 9 months from the delivery date to claim damage.





International Moving Guide

International Moving guide

What to Consider for an International Move

Regardless of the reasons taking you overseas, you are about to embark on a new way of life. What will it take to get there from here? Are you ready to uproot and try out new cultures and styles of doing business? Do you know enough about the country you're headed for? What will your everyday life be like? How long will your assignment last and where will you go next?

You'll also be facing long lists of things to do as you prepare for your move: the key to success will be to be well-prepared and organized. The practical considerations should be tools to success not obstacles in the way of this exciting new path you have chosen to follow.

Here are just a few of the issues you will want to consider:

Family issues:

- * how will everyone adjust to the new country and its culture?
- * What special considerations should be made for the children?
- * What about the family pet?

Personal paperwork:

- * time to start getting all your personal, financial, legal and tax affairs in order.

Finding a place to live:

- * how to go about home-searching and how to decide whether to rent or buy.

Schools:

- * some tips on how to go about choosing a school suitable for your children's needs.



What to take:

- * how to decide what to take with you and what to leave behind.
- * How well do computers and electronics travel, and will what you have now be suitable for the destination?
- * Should you take your car and will you need an International Driving Permit?

Health and insurance:

- * what to expect of the health services where you're headed and what insurance arrangements need to be made for medical and other coverage.



Other General Moving Tips

- Take pictures of everything you can so when the van is unloaded you know what you have and what kind of condition it was in before it left you home to arrive at you new home. If you do find problems take pictures of that also. Record serial numbers.
- Items that can't be moved with the mover include: flammable items, combustible items, aerosol cans, hazardous materials, gasoline, paints, ammunition and explosives, jewelry...
- Pack books flat, not standing on end (which may cause damage to the spines). Books are extremely heavy, so don't pack too many in one box.
- Don't forget to be environmentally friendly! Flatten all your moving boxes for recycling. Many moving companies will pick them up after your move.
- Things that you have a hard time parting with, but which will inevitably be stored in a garage, storage facility, or shed after the move should be packed in stackable containers that are rodent and dust proof.
- Upon arrival at your new home, let your PC "acclimate" itself to room temperature before plugging it in.
- Drain the gas and oil from power equipment (lawn mowers, snow blowers, cars that are going with the mover, etc.)
- The last week of the month in May, June, July and August are the busiest weeks of the year. If you must move during these weeks, contact National well in advance and reserve your move day. It's not unusual for these weeks to book up 4 to 6 weeks in advance.

