

PREPARING FOR YOUR MOVE WHEN YOU'VE HIRED PACKERS



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Preparing your home for a move can be overwhelming, and no wonder because there is so much to remember!

We have prepared a list of moving tips for those who have hired Packers to pack their goods. Our list also includes reminders such as, contact your utility company, notify the post office, etc.

The tips are broken down step-by-step with suggestions on what should be done when and why, as well as what to expect from our Packers.

Just click the 'Printer Friendly PDF' image on the left to access our list.

We hope you find these helpful

Lou Decibus, Owner
Princeton Van Service

Preparing your home for a move can be overwhelming, and no wonder because there is so much to remember! We have prepared a list of moving tips for you, broken down step-by-step with suggestions on what should be done when and why.

This list is for those who have hired Princeton Van Service to pack their home for them. If you are planning to pack some of the boxes yourself, or wish to pack everything, we will be posting lists for those circumstances as well. It is important for you to be prepared for the packers, when you are, the experience will be smooth and pleasant for everyone involved. If you have

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any questions about the process, please be sure to ask them up front and remember to point out any items that require special attention, like your favorite chandelier! Today's Tips will identify how to prepare for our Packers to pack your home.

First, relax! Our Packers have years of experience in packing household goods for moving. They know how to pack tightly yet carefully to ensure each carton is filled yet not over-packed or too heavy to carry.

Four Weeks Prior To Your Moving Date:

Don't Forget to:

- Call Princeton Van Service for a FREE estimate.
- Inventory all of your belongings. Decide what to get rid of and what goes with you. For items you are taking, document where you wish to put them in your new location. Also determine which, if any, items need to be placed into storage with Princeton Van Service, either short or long-term.
- Make sure you know exactly what needs to be packed and what doesn't. The Packers will not decide what gets packed and what gets thrown out. If you wait until the packers arrive, it will take them more time to complete their job, and it will cost you more money than what you were originally quoted.
- Identify items that should not be packed and transported by our Staff and place them in a separate room with a note on the door 'DO NOT PACK'. Some items that can't be packed and transported are fingernail polish remover, liquid cleaners, anything combustible, ie cans of propane, fire arms, etc.
- Make arrangements with your employer, if needed, to take the day off so you can be at your home when the Packers arrive.

Three Weeks Prior To Your Moving Date:

Don't Forget to:

- Contact Princeton Van Service for FREE delivery of necessary packing materials. Don't forget your on-site coupon to get 10 FREE boxes!!
- Go to your Post Office for a Change of Address card; complete and submit it.

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- Make arrangements to discontinue your current services and schedule start-up services for your new location:
 - Telephone
 - Gas (ask for pro-rated refund, if applicable)
 - Electric (ask for pro-rated refund, if applicable)
 - Cable TV / Hi-Speed Internet Service Provider
 - Water
 - Parking
 - Fuel Oil
 - Garbage pickup/disposal
 - Service appliances for shipment.

Two Weeks Prior To Your Moving Date:

Don't Forget to:

- Tape a note on each door identifying it in some way that is meaningful to you. This is how the Packer will know what to write on the front of each box. You can simply put 'Living Room', 'Bedroom1', 'Master Bedroom', etc. ; you can write your child's name on the note for their room, i.e. 'Sam's Bedroom'. This will be helpful when placing the boxes in the appropriate room at your final destination, and for finding items in the boxes before you have a chance to unpack them all.
- Any items you plan on packing and taking to your destination yourself should be placed in a room with a note on the door saying 'Do Not Pack' on it.

One Week Prior To Your Moving Date:

Don't Forget to:

Identify items you will need for the first day in your new home and set them aside in the corner of a room with a tag identifying them as 'LAST LOAD'. Some items may include:

- Telephone
- Comfortable clothes
- Medicines/vitamins
- Linens and Towels
- Toothbrushes and toiletries
- Paper goods
- Light bulbs

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- Curtains
- Foil and wax paper
- Microwave
- Vacuum cleaner
- Garbage bags
- Extension cord
- Cleaning items (mop, broom and dust pan, wipes, etc.)
- Step ladder
- Tool kit
- Remove all trash, Goodwill items, etc. before packing day to avoid any confusion as to what will get packed.
- Wash your laundry before it gets packed.
- Make sure your washer and dryer, and dishwasher are empty-this is not the responsibility of the Packers.
- If possible, arrange for a relative or friend to watch your kids at their home on packing day as there will be a lot going on. There may also be small items laying around such as screws, which a child could put into their mouth; in addition people will be moving about carrying heavy boxes, etc.
- Purchase zip-lock bags that can be used for any screws, etc. for items that need to be disassembled. The Packer will write on the bag which item the parts go to. Usually all bag parts are packed in one bag and identified on the outside.

The Day of Your Move:

Don't Forget to:

- Make sure you are there when the Packers arrive.
- Before the Packers come, take a walk through each room and make sure any items that are not to be packed are in the special room you identified the week before.
- Lock up any pets; their presence will slow down the Packers.
- Take your children to relatives if they agreed to watch them, or have them picked up. If you have no one to watch your children, try to keep them in a room separate from where the Packers will be working for their safety.

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What To Expect of Our Packers:

When The Packers Arrive They Will:

- protect your flooring against scratching, mud, snow, etc. ;
- bring in the packing materials that will be needed to get the job done;
- need you to show them what needs to be packed in each room. During your walk around the house, let them know of items that may need special care or of concerns you may have;
- identify which room the items came from by marking the boxes accordingly as they pack. This makes it easier to unpack at your new destination. Please note that they will not write down every item packed on the outside of the box.

While the Packers are Working:

- Because they will pack everything that is in the room, you should stay in the house in case they have any questions or concerns but there is no need to chat with or micro-manage them. Doing so will only impede their work and slow them down.
- Keep any pets and children out of the rooms where they are working.

When the Packers are Done:

- The Packers will walk around through each room again to make sure everything has been packed away.
- It's worth repeating that Packers are not responsible for checking inside of your clothes washer and dryer or your dishwasher for items so please do this before they arrive.

Typical Practices:

- Should a box not be completely filled and a room is emptied, it is common for our Packers to place items from another room into that box to fill it. This is a standard practice to help prevent damage to items within the box, so don't be surprised if you find a sofa pillow packed away in a box marked "KITCHEN".

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- When your items arrive at your new destination, depending on your contract, our Packers may:
 - Reassemble your furniture that needed to be disassembled,
 - Place your furniture where you request it to go,
 - Place the boxes in the rooms as you designate. (Note: they will not unpack for you.)
- Our Packers will ask you to complete a survey to let Management know how the job went, to obtain your direct opinion (vs. word of mouth from our team.) Please complete it honestly as we use our survey results to either praise our staff or address any issues if necessary. Ninety nine percent of our surveys come back with positive comments and grades. Thank you for your cooperation!