



Reliable Removals

Transport, Removals & Storage

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OFFICE REMOVAL CHECKLIST

Please read carefully

We hope that this check - list will help you, but please remember that this list is not definitive, and is for guidance only.

QUICK STEPS TO A SUCCESSFUL MOVE

- Return the Acceptance Form if applicable together with an official Company order. We cannot pack and collect your consignment unless we receive these documents.
- Complete the Insurance proposal form if applicable, and return prior to collection of your effects.
- On the moving day, please ensure that any effects NOT being moved are clearly marked and identified and personal effects going with you in a safe and secure place. REMEMBER TO KEEP CHEQUE BOOKS, DOCUMENTS ETC... AS WELL AS NECESSARY KEYS OR ITEMS IN A SECURE AREA WHERE THEY WILL NOT BE PACKED.
- Payment of your removal is collected either prior to offloading for local removals or prior to the van departing the collection point for storage or long distance removals, and should be done in the form of a Bank Guaranteed Cheque or Cash as delays in clearance of a personal/company cheque could further delay delivery. Bank Transfers prior to the removal are an alternative arrangement with proof faxed through thereof.
- **IMPORTANT-** Your removal firm will not transport or store hazardous substances such as paints, thinners, chemicals, acids, chlorine etc. so please ensure these are discarded or moved by yourself and **NOT** packed into boxes.

THE REMOVAL - Documentation and What To Do: -

- Remember additional costs can be expected should there be accessibility problems for trucks or if abnormal carrying/ferrying distances are experienced.
- Once all the details are confirmed and you are pleased with your quotation then **BOOK** your removal date as early as possible and return the *Acceptance Form* and *Official Company Order*. It is important to advise us of contact addresses/numbers on this form.
- Make your decisions about what to take and what not to take clearly marking or removing those not to be loaded.
- Complete the Insurance Proposal form **BEFORE** the removal date if required. Without this completed form on file you are not insured. For limited cover Transit Insurance, only a total figure needs to be given. Please take careful note of the insurance document and clauses.
- If storing firearms and/or ammunition, please arrange for the S.A.P. to store such weapons or keep them on your person (the same applies to transportation).

WHO TO CONTACT - To Advise of your Forwarding Address and Plans, if necessary: -

- Your "Office Contents Policy" Broker regarding insurance cover under your existing policy.
- Newspaper and other street address deliveries should be cancelled.
- Telkom – the disconnection of your telephone.
- Municipality – the disconnection of utilities.
- Post Office – redirection of incoming mail.
- Any subscription suppliers of publications/magazines.
- The alarm/armed response company.
- Any Hire Purchase suppliers or Service Contract suppliers.

CLOSER TO THE PACKING TIME: -

- Get rid of any unwanted items and preferably have them removed prior to your main move.
- Pack any personal items you wish to pack yourself in cartons supplied by your mover but remember that owner packed cartons, are not covered under insurance policies.
- Empty gas containers (open them in open air or ask supplier) or place in your own vehicle.
- Drain any fuel from powered tools/mowers etc.
- Dispose of unwanted or open foodstuffs and alcohol.
- Arrange disconnection of your computers and electronics if necessary.
- Disconnect TV's, hifi's, satellite & aerials where necessary.
- Keep any firearms/wallets/purses/cheque books/cell phones/jewelry /prescription medication and keys in a safe & secure place.
- Defrost fridges and freezers with the doors remaining open to ensure complete dryness to prevent moulding if you intend storing your goods.
- Arrange the payment for your removal, insurance and packaging as payment is on a strict C.O.D basis in full, either on upliftment of the goods in the case of storing, or prior to offloading in the case of upliftment and delivery.

PACKING HINTS AND TIPS: -

- Keys should remain with any lockable items to allow the removal of loose shelving/items. The key will usually be found taped to the rear of the item or in the drawer.
- Make special notes concerning abnormal handling of items that cannot be removed through standard means of doorways, lifts or vehicles as additional equipment requirements and/or removal of doors/gates etc including lifting/hoisting of items over balconies incurs an extra charge.
- Removal company packing of cartons is usually carried out a day or two prior to your removal taking place and arrangements should be made well in advance.
- Ensure that cartons are adequately and securely sealed both top and bottom and that they are clearly marked with the destination room name.
- Ensure that sturdy cartons are used for heavier contents (books, files, paper, glassware etc) and that adequate wrapping of breakables occurs.
- Point out furniture weaknesses/defects to the movers to enable extra care to be taken.
- Always pack pictures face-to-face and back-to-back to prevent the hooks damaging frames or glass should you wish to pack your own.
- Pictures should remain on the wall for the movers to take care of.
- All cabinets, drawers and desks are required to be emptied prior to moving.
- Disconnect appliances and p.c's before the movers arrive.
- Park your vehicle away from where removal van needs to park to prevent being blocked in.
- Gather boxes and cartons in a clean, dry and usable condition from various stores within your area to begin packing.
- Always pack as much as possible into boxes in order to save time on the day of the move (*NB the movers will not transport small loose items).
- Arrange carpet cleaners/plumbers or other household related services to arrive either prior or after the removal date in order to prevent confusion.
- A company representative should be available at all times at loading and offloading to direct the removal staff in placement and item requirements.

AFTER LOADING: -

- Check all the cupboards, attics, basements, garage, patios, sheds and garden for any "forgotten" items as it is your responsibility to perform this **before the truck leaves the premises.**
- All power points and lights have been switched off (incl. Geyser, pool etc).
- Windows and doors locked.
- Check that your cheque book, cash or payment for the mover is on your person and readily available.
- Check that your car/office keys are readily available.
- Check that you have your cellphone with you.

Remember

We do not recommend that you arrange a busy schedule on the day the moving commences. Sometimes the removal van can arrive late by being held up through traffic congestion or through the previous client whereby your already high stress levels may be tested. Follow our guide and be prepared for your removal. Sit back, Relax and enjoy your removal with us. If you need information or advice on any aspect of your move please feel free to contact us at any time.