

plan  
for a  
smooth  
move...



# YOUR MOVE CAN BE AS SMOOTH AND EASY AS ...1, 2, 3

## AND THIS BOOKLET TELLS YOU HOW

Here is a carefully compiled list of suggestions that will make moving smooth and easy for you and your family. It is in check-off form so you can keep a record of what has and has not been done.

The questions that have been asked of us have provided much of the material for this booklet. By following these simple procedures you will save time, money, and in addition, have a safe and efficient transfer to your new home.

# 1

## CALL YOUR MOVER

Telephone your mover well in advance so he can schedule the move for the day you prefer. A well organized move must be planned ahead.

# 2

## GET AN ESTIMATE

Your mover will give you a reliable estimate if you show him everything you want to move. Special packing services and containers are available.

# 3

## SET THE DATE

If possible, avoid the beginning and end of each month, since movers are the busiest at these times. Plan to have the mover come in a day or two earlier to do the packing.

# HELPFUL HINTS

## ■ AIR CONDITIONERS:

Consult your authorized dealer or service man on your particular model. Some sealed units should be bolted down.

## ■ BEDDING:

Place bedding in clean cartons. Light articles such as blankets or pillows may be put into furniture drawers.

## ■ BEDS:

The movers will dismantle your beds and set them up in your new residence.

## ■ BOOKS:

Books should be packed in small, strong, securely tied cartons. They should be placed cover to cover, alternating bindings to prevent the pages from becoming interlocked and damaged. Wrap valuable books individually. Do Not pack books in furniture drawers or leave them in portable bookshelves or bookcases.

## ■ BRIC-A-BRAC:

Wrap separately and pack in cartons, boxes or barrels. Cushion well with newsprint. Pack largest and heaviest items in bottom of container. Do not pack over edge of container.

## ■ CANNED GOODS:

Pack upright in small, sturdy cartons. Do not pack beyond the limit of portability, not over 50 pounds to each container. Approximately 24 cans should be ample.

## ■ CHINA:

Wrap china and all fragile objects in paper individually. Large plates and heavy pieces should be placed on the bottom of the container, on edge, smaller plates, cups and saucers toward the top of the container. Plates and dishes should be placed in a vertical position with pads of paper in between. Recommended - 3" of paper on the bottom of the barrel or carton and 2" of paper in between layers. Do not pack above edge of container.

## ■ CLOTHING:

For a nominal charge, our men will move your clothing on hangers, from the closets directly to wardrobes furnished by us. Wardrobes will hold approximately 25 hangers depending upon the size of garments. Your clothing will reach you clean and wrinkle-free. For storage, clothing should be cleaned. Small clothing articles pack nicely in suitcases, boxes or trunks.

## ■ CLOCKS:

Pendulums on clocks should be removed or secured tightly to the base of the clock. Small clocks may be wrapped and placed in boxes.

## ■ CURTAINS:

Before moving day, remove curtains from the rods and fold them neatly in drawers or clean, white tissue-lined cartons.

## ■ DRAPERIES:

These may be placed on hangers and transferred to wardrobe cartons, or they may be folded and placed in cartons. To save handling, they can be sent to the cleaners and delivered directly to your new home.

## ■ DRAWERS IN FURNITURE:

Articles such as blankets, cushions, pillows and clothing may be left in drawers. Do not pack heavy items in dresser, bureau, server or buffet drawers. NEVER leave liquids, breakables, or firearms in drawers  
*(For consumer's protection, we recommend emptying all drawers.)*

## ■ DRYERS, ELECTRIC OR GAS:

Check with your service man. Motors may need to be checked and secured. We can arrange this service for you or recommend a reliable service company.

## ■ FOOD:

Dispose of food in open containers that might spill or spoil enroute. The carrier will not be liable for damage caused by food spilling on other items. Perishable food should never be stored or shipped.

## ■ FREEZERS:

These appliances must be completely defrosted one or two days prior to moving. They should be dried and aired to avoid musty odor. Safety of contents cannot be guaranteed so it is best to empty your freezer and plan meals that will use up perishable contents. Check with your service man to be sure the motor is bolted, if necessary.

## ■ GLASS TOPS TO FURNITURE:

For complete safety, these items should be crated. This is a "must" when storing or shipping; for local moving however, they frequently can be removed and replaced by the mover who will pad them safely in the van.

## ■ GLASSWARE:

Stemware and glassware should be wrapped individually and placed in barrels or placed in the top of china containers. Do Not nest unwrapped glasses in each other. Place wrapped glassware right side up, not on their sides.

## ■ GRANDFATHER CLOCKS:

Remove chimes. Secure weight chains tightly against the base of the clock with wire or strong string and remove weights and pendulums. If it is going a long distance, call a reputable clock man to prepare the works against damages.

## ■ JEWELRY:

Keep valuable jewelry in your immediate possession.

## ■ KITCHEN UTENSILS:

Kitchen utensils should be clean and placed in cartons or barrels. Durable, heavy pieces placed on the bottom, light ones on the top with each piece padded against dents, chipping or scratching. Toasters, irons, waffle irons, mixers, etc., may be wrapped individually and placed in cartons with other kitchen utensils.

## ■ LAMPS:

Remove ornamental tops and put in a safe place... one you will remember. Small lamps may be wrapped and placed in cartons for safe moving.

# HELPFUL HINTS

## ■ LAMPSHADES:

Wrap in white, clean tissue paper only, place in cartons, mark "Fragile". Do not use newsprint. They may be nested but do not pack them so as to tear lining or puncture parchment shades.

## ■ LINENS:

Table and bed linens should be put into strong cartons or trunks. They should be lined with tissue or clean white or brown paper to protect from dust. Do not use newsprint as a liner as the ink may soil the fabric

## ■ LINOLEUM:

The moving company is not responsible for the safe moving of linoleum which has been used or tacked to the floor; or which cracks and breaks when rolled.

## ■ MATTRESSES:

Our moving men will protect your mattress with a bag or carton for a slight charge. Do not try to roll or handle as this may result in damaged springs or fabrics. You may protect them with a sheet or mattress cover if you like.

## ■ MEDICINES:

Seal bottles and jar stoppers. Wrap individually, placing them upright in small cartons or metal waste containers.

## ■ MIRRORS:

For storage or long distance moving, they must be crated for safe handling. Wall mirrors will be removed by the movers, if they are not fastened to the walls. Mirrors will not be installed on walls at the new residence, Mirror tops on furniture will be taken off and replaced at destination.

## ■ MOWERS AND GASOLINE POWERED TOOLS:

Gas tanks should be drained and oil reservoirs emptied. No flammable mixtures or articles may be transported on public carriers.

## ■ PAINTINGS - PICTURES:

Small pictures can be safely placed between the folds of blankets or pillows in drawers or cartons. Large and valuable pictures and paintings must be padded, wrapped and crated for moving.

## ■ STEREOS:

Secure the tone arm and turntable against the movement by tying. Secure the changer to avoid its moving forward. On delicate, expensive players, it is wise to have this done by an experienced serviceman.

## ■ RECORDS, TAPES AND CD PLAYERS:

Pack records on end, side by side, to provide the greatest resistance to weight pressure. Use small cartons only.

## ■ PLANTS:

These should be handled personally by you or given to your florist to send to your destination. The moving company will not assume responsibility for living plants.

## ■ REFRIGERATORS:

Defrost and thoroughly dry your refrigerator before moving. This is very important. The doors should be left open several hours to air after defrosting. All pans, trays, crispers, shelves or removable parts should be removed and wrapped separately. Have your refrigerator serviced. Motor may have to be bolted down before moving. Do not plug in at the new home until it has been unbolted.

## ■ RUGS:

It is not necessary to remove rugs from floors. Our men will do this for you. They will be rolled to avoid crushing. If they are to be stored, have them cleaned. Tacks should be removed from carpeting before our movers arrive.

## ■ SEWING MACHINES:

These do not need special servicing for local moving. For long distance, the driver will stuff paper in and around the machine and place paper between the lid and base to prevent rubbing.

## ■ SILVERWARE:

Leave in original containers or wrap in cloth or low sulphur-content paper, or tissue and pack in boxes. Place padding in silver chests to prevent moving and scratching.

## ■ STOVES:

Must be disconnected prior to pickup. Be sure gas lines are shut off tight and capped, if possible. For electric ranges, if the coils are loose, they must be removed together with griddles, deep fryers and removable parts, then packed separately.

## ■ TELEVISION SETS:

Some sets require that they be checked before moving. Some color TVs must be serviced both before and after moving. Television antennas should be removed from roof tops and disassembled.

## ■ TOILET ARTICLES:

Seal the corks and stoppers of cosmetics, medicines and perfume bottles with natural nail polish, paraffin or masking tape before wrapping separately in paper and placing upright in cartons or metal waste containers.

## ■ TOOLS:

If they are valuable, wrap separately. Tools, as a rule, can be put into small strong cartons without wrapping individually

## ■ VALUABLE:

Legal documents, all important papers, jewels and currency should be handled by you personally. Keep them in your immediate possession.

## ■ WASHERS:

Automatic washers must be serviced by an authorized service man. Motors should be checked and secured, tumbler action protected and fastened in place.

# NOTIFY THESE PEOPLE

## TELL THEM YOU'RE MOVING...AND WHEN!



*Post Office*



*Newspaper*



*Bank*



*Pharmacy*



*Doctor*

### SERVICES

CABLE COMPANY

NEWSPAPER

TRASH COLLECTOR

POST OFFICE

Notify your post office of your new address and arrange to have your mail forwarded.

BANK

Arrange for transfer of your account and contents of safety deposit box to a bank in your new neighborhood

SCHOOL

Have the school records of your children transferred to their new schools.

MEDICAL

- Phone your doctor for names of doctors in your new location.
- Phone your dentist, and arrange to have your records sent to a new dentist
- Phone your pharmacy for transfer of prescriptions and records

DOCTOR

Phone No. \_\_\_\_\_

DOCTOR

Phone No. \_\_\_\_\_

DENTIST

Phone No. \_\_\_\_\_

PHARMACIST

Phone No. \_\_\_\_\_

### LIBRARY

List all books to be returned

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### UTILITIES

TELEPHONE

ELECTRICITY

GAS

WATER

FUEL OIL

### ARRANGE TRANSFER OF SERVICES

TELEPHONE

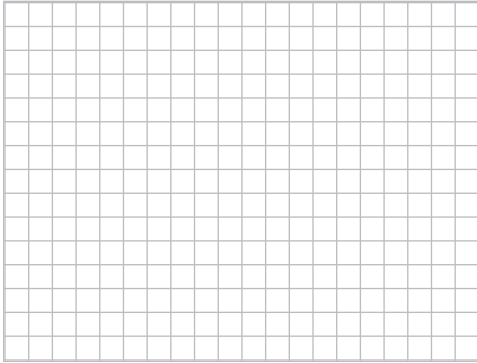
ELECTRICITY

GAS

WATER

FUEL OIL

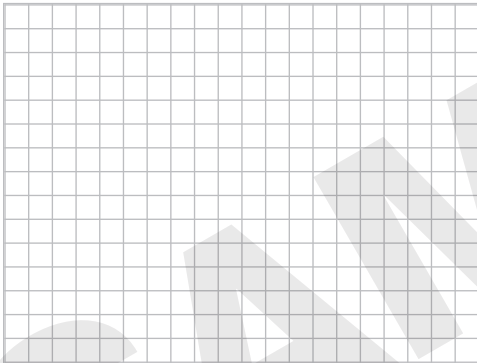
# PLANNING A ROOM CAN BE FUN



LIVING ROOM



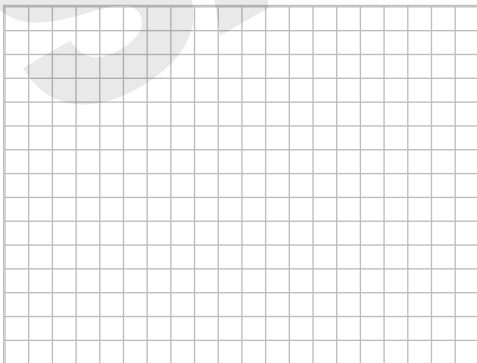
BEDROOM



DINING ROOM



BEDROOM



KITCHEN



SCALE: 1/8" = 1 FOOT

### BED SIZES

King Size	72-78 x 80-84
Queen	60 x 80
Double	54 x 75
Single	39 x 75

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Planning where your furniture will go can be fun for the entire family. What's more, knowing exactly where things are meant to go will save you time and effort on moving day.

# THE NIGHT BEFORE THE MOVE...

## LAST MINUTE PACK LIST

- Toiletries
- Sheets and Pillowcases
- Towels
- Tissues
- Baby Articles
- Light Bulbs
- Hammer
- Pliers
- Screw Driver
- Nail, Screws, Etc.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## TAKE THAT LAST LOOK AROUND

- Attic
- Basement
- Garage
- Back Yard
- Cupboards
- Closets
- Medicine Chest
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## ...AND DON'T FORGET

**To Pack A Snack**   
If the trip is a lengthy one, satisfy those hungry appetites ahead of time by preparing a sizable snack.

**To Phone Ahead**   
If your move is going to take more than a day, be sure to phone ahead for hotel or motel reservations.

## ONCE AROUND THE BLOCK

Your children's orientation to their new neighborhood is an essential part of your move. Make it an adventure seeking out important locations.

- School
- Park
- Movies
- Library
- Shopping Malls

### LAST MINUTE NOTES

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... and get a good nights sleep!

# 1.

### BEFORE LEAVING

- Turn off utilities
- Lock the windows
- Lock the doors
- Turn in keys

# 2.

### RELAX

Leave everything to your mover now. He's expertly trained to do the job.

# 3.

### PAYMENT

All charges must be paid in cash or certified check, unless you have previously arranged for credit.



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# ...AND NOW THAT YOU'VE MOVED IN

Scout your local shopping centers and find the one with the most services which you will use most regularly. Post office, bank, drug store, supermarket, etc. You may find branches of stores you patronized in your former location.

- Air Conditioning
- Banks
- Beauty Shops
- Carpenters
- Churches
- Contractors
- Decorators
- Diaper Service
- Exterminators
- Furniture Dealers
- Hospitals
- Insurance
- Lumber Yard
- Painters
- Pharmacy
- Plumbers
- Schools
- Service Station
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Suggestion:**

**FIND A GOOD RESTAURANT  
...and have dinner out.**