

M O V E CHECKLIST & CALENDAR

Move Management Specialists

Listed below are some useful reminders which will help the transition proceed as smoothly as possible. Use the enclosed calendar pages to plan your move.

2 MONTHS BEFORE THE MOVE

Inform the following as to the dates of your departure and the forwarding address for all outstanding bills.

- | | | |
|--|--|--|
| <input type="checkbox"/> BANKS | <input type="checkbox"/> HIRE PURCHASE COMPANY | <input type="checkbox"/> SCHOOLS |
| <input type="checkbox"/> CLUB MEMBERSHIP | <input type="checkbox"/> LANDLORD | <input type="checkbox"/> SOLICITORS |
| <input type="checkbox"/> CREDIT & CHARGE CARDS | <input type="checkbox"/> POST OFFICE | <input type="checkbox"/> STOCKS & SHARES |
| <input type="checkbox"/> EMBASSIES | <input type="checkbox"/> RELATIVES & FRIENDS | <input type="checkbox"/> TAX DEPARTMENT |

INSURANCE

- | | | | |
|------------------------------|-------------------------------|---------------------------------|---|
| <input type="checkbox"/> CAR | <input type="checkbox"/> HOME | <input type="checkbox"/> HEALTH | <input type="checkbox"/> LIFE ASSURANCE |
|------------------------------|-------------------------------|---------------------------------|---|

1 MONTH BEFORE THE MOVE

- BACK UP YOUR PERSONAL COMPUTER
- INFORM YOUR EMAIL ADDRESS CHANGE
- ARRANGE FOR PRE-MOVE SURVEY
- DECIDE ON THE ITEMS TO BE SHIPPED BY AIR AND BY SEA
- DISPOSAL OF EXCESS OR REDUNDANT ITEMS
- GIVE AWAY/SELL PLANTS OR USED FURNITURE/APPLIANCES
- PREPARE INSURANCE VALUATION LIST
- SELL CAR
- VISIT YOUR DENTIST TO OBTAIN DENTAL RECORDS
- VISIT YOUR DOCTOR TO OBTAIN MEDICAL RECORDS

Verify all documentation required for the country of destination.

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|--|--|-------------------------------|
| <input type="checkbox"/> RESIDENCE PERMITS | <input type="checkbox"/> AIRLINE TICKETS | <input type="checkbox"/> VISA |
|--|--|-------------------------------|

Arrange for the following items

- | | |
|--|--|
| <input type="checkbox"/> INTERNATIONAL DRIVER'S LICENSE | <input type="checkbox"/> SCHOOL RECORDS |
| <input type="checkbox"/> PERSONAL ACCIDENT AND MEDICAL INSURANCE | <input type="checkbox"/> TRAVELLERS' CHEQUES |

AT THE SURVEY

- DISCUSS CUSTOMS FORMALITIES WITH YOUR MOVING CONSULTANT, I.E. DOCUMENTS AND PROCEDURES
- IF YOU ARE PLANNING TO MOVE ELECTRICAL APPLIANCES, INQUIRE ABOUT THE VOLTAGE AT THE DESTINATION
- PET HANDLING
- POINT OUT THE HIGH VALUE ITEMS FOR SPECIAL HANDLING
- SHOW THE MOVING CONSULTANT THE ITEMS GOING BY SEA/AIR
- STORAGE REQUIREMENTS
- TRANSIT INSURANCE

2 WEEKS BEFORE THE MOVE

Give notice to discontinue these services

- DRY CLEANING
- ELECTRICITY / GAS / WATER
- GROCER
- MAGAZINES SUBSCRIPTIONS
- NEWSPAPER DELIVERY COMPANY
- TELEPHONE COMPANY
- REDUCE / DISPOSE OF ALL FROZEN OR PERISHABLE FOODS
- CLEAN YOUR REFRIGERATOR THOROUGHLY WITH A STRONG DETERGENT, THIS WILL REDUCE THE CHANCES OF MOLD & MILDEW FORMING DURING SHIPPING

1 WEEK BEFORE THE MOVE

Confirm the following:

- | | | |
|---|--|---|
| <input type="checkbox"/> BANK RECORD | <input type="checkbox"/> INTERNATIONAL DRIVING LICENSE | <input type="checkbox"/> SCHOOL RECORD |
| <input type="checkbox"/> BIRTH CERTIFICATE | <input type="checkbox"/> MARRIAGE CERTIFICATE | <input type="checkbox"/> AIRLINE TICKETS |
| <input type="checkbox"/> MEDICAL AND DENTAL RECORDS | <input type="checkbox"/> TRAVELLER'S CHEQUES | <input type="checkbox"/> HOTEL ARRANGEMENTS |
| <input type="checkbox"/> MEDICINE | <input type="checkbox"/> VALUABLES / JEWELRY | <input type="checkbox"/> INSURANCE POLICY |
| <input type="checkbox"/> PASSPORT / VISA'S | | |

DURING THE MOVE

- ORIENTATE THE PACKERS THE DETAILS OF THE SHIPMENT, POINT OUT THE ITEMS THAT ARE MOST VALUABLE TO YOU
- BE PRESENT DURING PACKING SO AS TO ANSWER ANY QUESTIONS THE PACKERS MAY HAVE
- LET THE PACKERS DO THE PACKING
- SIGN & RETAIN A COPY OF THE INVENTORY
- REQUEST VESSEL INFORMATION AND DESTINATION AGENT CONTACT INFORMATION
- HAND CARRY HIGH VALUED ITEMS SUCH AS JEWELRY, STAMPS ETC.
- PUT AIR TICKETS, PASSPORTS, RECEIPTS & OTHER IMPORTANT DOCUMENTS IN A SAFE PLACE TO AVOID THESE ITEMS BEING PACKED WITH YOUR SHIPMENT
- AFTER PACKING, CHECK ALL ROOMS, CLOSETS & PATIO, ETC. WITH THE SUPERVISOR TO MAKE SURE THAT ALL ITEMS HAVE BEEN PACKED, AND LOADED INTO THE TRUCK

ARRIVAL AT DESTINATION

- CONTACT THE DESTINATION AGENT TO NOTIFY THEM OF YOUR ARRIVAL AND TO COMPLETE ANY IMPORT CUSTOMS FORMS / SET UP DELIVERY DATE OR STORAGE, IF REQUIRED
- UPON DELIVERY AT YOUR RESIDENCE LET THE MOVERS UNPACK YOUR CARTONS AND REMOVE THE DEBRIS
- ON THE DAY OF DELIVERY CHECK OFF EACH ITEM AND DIRECT THEM TO THE RESPECTIVE ROOM
- BEFORE THE PACKERS LEAVE, ENSURE THAT ALL BOXES ARE EMPTY SO AS NOT TO MISS ANY SMALL HOUSEHOLD PIECES THAT MAY HAVE BEEN OVERLOOKED
- IF ANYTHING IS DAMAGED OR MISSING, LIST THESE ITEMS ON THE INVENTORY AND BILL OF LADING. FILE A CLAIM AS SOON AS POSSIBLE. CONTACT THE MOVING CONSULTANT. DO NOT HESITATE TO ENQUIRE AS TO THE STATUS OF YOUR CLAIM