



*'excellence through effort'*

# Guide to Moving and Packing

## *Before You Move...*

### ■ **Disconnect your appliances**

Unless special arrangements are made with our estimator, our staff are not authorised to disconnect such items as cookers and washing machines. We therefore recommend that you organise this with a plumber and the appropriate Gas and Electricity Board.

### ■ **Heavy items**

Night storage heaters need the bricks removed to aid lifting. If possible, secure the drum of your washing machine. Freezers need not be defrosted unless going into storage but it will be very useful if you could place all your frozen food into strong polythene bags which can be quickly removed and replaced when carrying the freezer.

### ■ **Fixtures**

Please ensure you remove all fixtures and fittings that you intend to take with you.

### ■ **Loft**

You should normally clear out the loft yourself, unless otherwise previously arranged.

### ■ **Outbuildings**

All garden and garage tools should be prepared in such a way that they can be easily and quickly carried to the van.

### ■ **Garden**

Please let us know if any plants are to be moved. In this case they should be made secure and watertight. Swings and climbing frames should be dismantled in advance with all relevant bolts safely retained.

## *Packing...*

### ■ **Packing cartons**

These will be delivered to you in good time before you move following your discussions with our estimator. Please ensure both the top and bottom of the cartons, when packed, are securely sealed with packing tape.

### ■ **Labelling**

Mark each box with details of the contents. Please also clearly label anything that you will be taking with you in your own car and anything that is to remain behind.

### ■ **Self-assembly**

Self-assembly furniture tends to be less rigid than ordinary furniture and we suggest that you dismantle such items prior to moving, unless previously arranged with our estimator.

### ■ **Heavy items**

When packing, give a thought to our poor staff! Books, for example, can be very heavy and should be evenly distributed and mixed with lighter items.

### ■ **Delicate items**

Glass and china items should be individually wrapped in newspaper and lighter items should be placed on top of heavier items. Try to pack vertically, if possible. Tiny objects should be wrapped in tissue and kept in a specially marked box. Ensure liquids are in leak-proof containers and are not inflammable.

## *Whom to Tell...*

### ■ **Electricity, gas and water**

Ensure the appropriate meter readings are taken and that disconnections and re-connections are made at the right time.

### ■ **Telephone**

Arrange for your account to be rendered on moving day and organise the relevant connections with the local telephone companies.

### ■ **Post Office**

To redirect your mail you should complete form P944G at least one week before moving. TV licences should also be amended, as should pension books, if necessary.

### ■ **Rates**

Notify both Town Halls with regard to your rates payments.

### ■ **Libraries**

Return all relevant books and cards.

### ■ **Schools**

Advise all relevant authorities about your change of address.

### ■ **Medical**

Your doctor, dentist, the DHSS and possibly private health companies and hospital clinics all need to know you are moving.

### ■ **Insurance**

Don't forget your contents and motor insurance.

### ■ **Motoring**

Notify the DVLA, as well as any relevant motoring organisations.

### ■ **Income tax**

Inform your Inland Revenue Department.

### ■ **Bank**

Advise your bank and/or your building society and amend your standing orders and direct debits. Don't forget to notify the relevant companies, too.

### ■ **Employer**

Ensure you advise your new address in writing.

### ■ **Credit cards**

Fill in the change of address section when making your next payment. Remember HP companies, Premium Bonds, shares and football pools, as well.

### ■ **Subscriptions**

You should advise all relevant organisations, publishers and mail order companies.

### ■ **Friends and family**

Don't forget to tell them!

### ■ **Miscellaneous**

The above list may not be complete in your case. What about telling any local clubs, for example?

## *On the Day...*

### ■ **Furniture**

We protect all your furniture with special blankets.

### ■ **Clothing**

You will not need to pack suits and dresses, as we use hanging garment carriers for your clothes. Likewise, other clothing and non-breakable objects can be left in drawers, preferably covered with a cloth or polythene.

### ■ **Carpets**

Simply release the edges. We'll roll them up at the appropriate time.

### ■ **Barometers**

If you have a barometer please ensure it is in a suitable state ready for moving. Alternatively, ask us to send a qualified member of staff to assist.

### ■ **Pets and children**

As they say in the film industry, never work with animals or children! Younger children are best left with a neighbour or friend until it is time to go. Pets, unfortunately, cannot travel in our vans.

### ■ **A nice cup of tea!**

If you ensure the kettle is packed last, we might all be able to enjoy a nice cuppa before we go!

### ■ **Tipping**

There is certainly no obligation to tip but if you feel particularly happy with our service the person in charge will make sure any gratuity offered is evenly distributed among the team.

## *Final Check...*

### ■ **Utilities**

Make sure water and electricity supplies are turned off.

### ■ **Doors and windows**

Check that everything is locked and secure.

### ■ **Personal items**

Take all your important personal items with you.

### ■ **Keys**

Hand over your house keys to the new owner, estate agent or solicitor, whichever is applicable.

*And, finally... we wish you the best of luck and lots of happiness in your new home.*



LONDON  
020 8695 5105  
KENT  
020 8460 6090



HEAD OFFICE 020 8856 5100  
[www.jamesremovals.com](http://www.jamesremovals.com)