

Guide to Moving and Packing

Packing

Packaging service

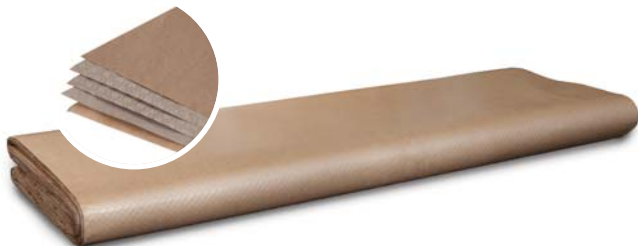
With our comprehensive packaging service you won't need to touch a thing! Just put your feet up and watch us work! If you prefer to do your own packing, we can supply everything you need.

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 parcel tape.



Boxes supplied flat



Special five-ply parcel paper is used for individually wrapping delicate objects such as framed pictures and canvasses

To ensure you have the appropriate boxes for your items please note that we supply them in two different sizes.

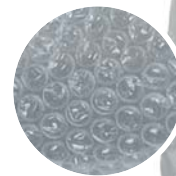


18" x 12" x 12"



18" x 18" x 20"

Bubble wrap



Polystyrene filling for extra protection



Labelling

Mark each box with details of the contents on the tape provided. 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.



When moving overseas, boxes are individually numbered for easy identification

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. Please ensure we have been notified beforehand of any extra-heavy items such as a safe, piano, etc.



Piano shoe

Delicate items

Glass and china items should be individually wrapped in paper and lighter items should be placed on top of heavier items.



Silverware

Silver items should be wrapped in acid-free tissue paper which we can supply if required.



Piano cover

Packing tips

Try to pack vertically, if possible. Tiny objects should be wrapped in paper and kept in a specially marked box. Ensure liquids are in leak-proof containers and are not flammable.



We supply our bespoke parcel tape for your convenience

Exclusions

We will not carry any jewellery or flammable items at all, including all types of household paint and gas bottles. For further details please refer to paragraph 5 of our Terms and Conditions.

Large boxes (pack 2s)

Use these for clothes, cushions, toys, pots and pans, large china and glassware such as vases, and for large but relatively light items.

Small boxes (pack 6s)

Use these for glass and china, books, records, paperwork and small heavy items.



Each item should be wrapped with two sheets of paper and packed securely in the box



Small items, such as CDs and DVDs, should be tightly packed to avoid movement while in transit



Wrapping a canvas or framed picture

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.

Fixtures

Please ensure you remove all fixtures and fittings that you intend to take with you, unless arranged with us. Washing machine drums should be secured before moving. If you still have them, you should use the shipping bolts that were supplied by the manufacturer. Freezers should ideally be defrosted and empty. If not practical please ensure all frozen food is put into strong polythene bags which can be quickly removed and replaced when carrying the freezer. Refrigerated foods can be boxed up last before your move. Our estimator can quote for dismantling of furniture and/or disconnection of appliances.

Loft

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

Outbuildings

All garden and garage tools should be bundled and bagged 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, unless arranged with us, with all relevant bolts safely retained. Please note we will not carry any flammable items such as all gas bottles and all types of household paint.



***We offer a
dismantling and
disconnection
service, if required***

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

Protection

All your furniture will be protected in transit with special blankets. Very fragile items will be export-wrapped. We also provide covers for sofas, mattresses and TVs.



TV cover



Sofa cover

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, subject to the size of the drawers and strength of the furniture, preferably covered with a cloth or polythene.





**Self-adhesive
carpet protection**

Carpets

Carpets will be protected with carpet covers. If taking fitted carpets with you, 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 friend or relative 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.

Export wrap





New wrappers are supplied for each mattress



Individually-numbered storage container seals are used for security and your peace of mind

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.



Packing materials in the lorry, ready for your move

View our
information
videos at
jamesremovals.com



Kettle and mugs – the last items to pack!



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