



General Packing Instructions and Information

PACKING INSTRUCTIONS:

- Contact your Move Manager for additional materials and assistance if needed.
- Use only the labels provided; they are special moving labels and do not damage furniture.
- All office contents must be placed in boxes, totes or on a rolling book cart.
- Clearly print your Name or Move Number on your labels before placement.
- Place small office supplies in envelopes and place in a box.
- Any pre-packed boxes can be used, it is not necessary to repack boxed items.
- You are responsible for labeling all of your boxes and equipment.
- Place labels on the narrow end of all boxes and the base of chairs
- All desk drawers, credenzas and shelves must be unloaded as they are tipped on their side during moving.
- Valuable personal effects should be removed personally.
- The bottom and tops of boxes must be taped, not folded.
- If it doesn't fit in a box or tote, label it.
- Please unload any drawers of a file cabinet over 3 drawers high (Example: Top two drawers of a five drawer lateral).

MOVING CHECKLIST:

- Design new office space, including use of old furniture or arrange for the purchase of new furniture.
- Establish criteria for purging files and the disposal of old materials that are not moving.
- Contact the phone company to reserve new phone numbers or transfer existing ones.
- Complete change of address; prepare announcement letter, change business cards, stationery and envelopes.
- Make appointments with utility companies and service providers regarding the relocation of any services.
- Inform current customers of the move, visiting some in person, where appropriate.
- Arrange for staff help and determine who will lead which aspects of the project.
- Schedule your moving in/out with the building if you are a tenant.