

Moving Your Office

Our aim is to complete your move in a safe and timely manner. We kindly request your cooperation.

Please Read this Very Carefully

1. All cartons must be sturdy and have lids which are level and taped shut.
2. Label all cartons, furniture and equipment.
3. Allocate a number to each office and label contents accordingly.
4. If we are moving glass tabletops, large artwork, mirrors or marble, mirror cartons must be used at an extra expense.
5. All desk drawers must be emptied.
6. All lateral file cabinets need to be emptied.
7. Upright file cabinets may remain full with 'files only'.
8. We do not move garbage bags.
9. We do not transport gasoline, paint, paint thinners, all cleaning products, etc.
10. Loose computer equipment (e.g., mouse, keyboard) must be packed.
11. Please have all vehicles removed from driveway on moving day.
12. In winter months, have driveways and sidewalks cleared of snow.
13. You will be phoned the day before your move to confirm the time of our arrival.
14. Be prepared for your move the day before: small articles in cartons ready to go, large articles that need dismantling are ready, unless otherwise indicated.
15. Carton rentals should be returned within 30 to 40 days after move.
16. Keys to filing cabinets and desks are your responsibility...please do not give them to our movers.