



## Office Moving Hints

- Be sure that all packing is completed prior to the move day.
- Moving labels will be provided for easy identification of items.
- Only personnel directly involved with the move should be present on the move day.
- Without proper packing, we cannot be responsible for your personal possessions (i.e., photos, personal documents, money, etc).
- Pack all items from desks. Loose items can cause damage.
- Seal small loose items (i.e., paperclips, pens, etc.) in an envelope and pack them in boxes.
- Secure/confidential files should be locked.
- Remove all books from book cases and shelves.
- Copiers typically need serviced and moved by the manufacturer or a third party professional. Ask your Certified Moving Consultant for details.
- Remove pictures or other hanging objects from walls. We cannot be liable for damages to the walls.
- We are not responsible for moving live plants. Make other arrangements for these items.
- Loose casters from chairs or other furniture should be marked and packed in boxes.