

HELP US MAKE THIS YOUR FINEST MOVE EVER!



As part of our continuing effort to provide you and your family with a quality relocation that meets our rigid standards and exceeds your expectations, we have assembled a checklist of helpful tips and suggestions for your move.

PLEASE REMEMBER:

- In order to make a final walk through with the driver to assure that all of your belongings have been packed and removed from the residence, ***please try to schedule any flight arrangements after your household goods have been packed and loaded onto the moving van.***
- In order to keep in continuous communication with your Customer Service Representative, please try to keep your phone connected until the last day of loading.
- Refrigerators and freezers must be defrosted and allowed to for 24 hours prior to loading. All frozen items are to be removed. We suggest the interior be wiped dry to protect the unit from mildew or mold. To avoid any unpleasant odor, we recommend placing a stocking filled with charcoal or fresh coffee grounds in each compartment.
- Appliances such as washers, dryers and ice-makers must be disconnected and serviced before they are moved. Depending upon the type of appliance, this may be completed by yourself or we can arrange for the servicing.

IMPORTANT NOTES:

We cannot emphasize enough that the following items are **NOT COVERED** under your valuation (transit protection) policy. Please make arrangements to transport these items yourself.

Currency
Jewelry
Deeds and Other Important Documents
Precious Stones and Metals
Securities, Stocks and Bonds
Software Program Contents
Stamp, Coin and Card Collection

The following items are **PROHIBITED BY FEDERAL LAW** and **CANNOT** be packed or loaded on the van:

Aerosol Cans	Butane
Ammunition	Helium
Combustibles	Corrosives
Open Alcohol	Flammables
Plants	Matches
Paints	Perishable Items
Gasoline	Propane Tanks
Open Cleaning Supplies	Charcoal Starter Fluid
Carbonated Beverages	Scuba Diving Tanks

(More info on reverse)

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HELP US MAKE THIS YOUR FINEST MOVE EVER! (CONTINUED)

Relocating to a new home is a very unique and personal experience. Good planning, preparation, and cooperation will help make this your finest move ever. Once again, if you have any questions, please call your Customer Service Representative any time.

**THANK YOU
FOR YOUR COOPERATION!**

MOVE CHECKLIST CONTINUED:

- All guns, by regulation of the FCC, **must** be inventoried and listed by serial number.
- To protect your belongings and avoid accidents, all motorized products, such as lawn mowers and other applicable machinery (Blowers, trimmers, chain saws, pressure washers, generators, etc.) **must be drained of all gasoline and oil.**
- Automobiles, Motorcycles, Boats, Tractors, Snowmobiles and any other Terrain Vehicles must contain **no more than a quarter tank of fuel** and the oil should be left in the engine.
- Mechanical failure** of electronic products such as microwave ovens, stereos, TV's, radios, computers, CD's, etc., is **NOT COVERED** under normal valuation (transit protection) unless there is transit related damage. Please make certain that you **review your owner's manual for proper servicing** prior to your move.
- When you plan to deliver out of storage to your new residence, contact your Customer Service Representative with the delivery address and preferred date of delivery. **Please allow 7 to 10 working days in advance to schedule delivery out.**
- Upon delivery, please use the original inventories to check off each item as it is unloaded. If any item is missing or damaged, note it without delay and contact your Customer Service Representative.
- After the move has been completed, if you have any missing or damaged articles, please contact your Customer Service Representative immediately.