

Suggestions for a Smooth and Efficient Relocation

- **Relocations are scheduled on a first-come-first-served basis. As soon as you know your desired relocation date, call the office at (201) 896-4500 to schedule your relocation. An in-house estimate does not reserve your relocation date.**
- Review all correspondence carefully. If you have any questions, contact our office immediately.
- Transit insurance should be in order prior to relocation date.
- Avoid last minute shortage. Check with our office to ensure you have enough packing material (cartons, tape, etc.). We sell a variety of packing supplies a list of which is included in this package.
- Any and all packing must be done prior to the relocation date to ensure a smooth and efficient relocation.
- All cartons should be:
 - Closed and secured with tape on top & bottom.
 - Kept at a reasonable size & weight.
 - Clearly labeled with final room destination, owner and contents.
- Large items should be emptied completely (i.e. triple dressers, 4-drawer file cabinets, etc.).
- Personal items of monetary or sentimental value should be relocated privately.
- Box or relocate lamps, VCRs, stereos, computers and pictures yourself or contract us to box them for you.
- Do not pack in plastic or paper bags.
- Move plants ahead of time; we are not allowed to relocate them for you.
- Pets should be moved ahead of time.
- Disconnect all appliances (i.e. washer/water lines, gas, ice makers, etc.).
- Children are recommended to stay with relatives or friends during the relocation to avoid injury.
- Consider gratuities and refreshments for workers.
- It's the customer's responsibility to clear walkways/stairs of debris and/or snow & ice.
- On elevator relocations:
 - Has the building management been informed of the date of relocation & hours?
 - Is a Certificate of Insurance from Booth Movers required?
 - Contact our office to secure one.
 - Has the elevator been reserved and key obtained?
 - Has truck parking been reserved?

Our office will contact you a few days before your scheduled relocation to re-confirm.

All estimates are based on the premise that customers are prepared according to the list above. Should the proper preparation not be completed, a delay in relocation can result. Please be honest and realistic with our staff regarding your preparation. In addition, on an hourly move, if Booth Movers feels the need to supply an extra man due to unforeseen circumstances, the price per hour will increase and we will notify the customer before the start of the relocation.