



PLANNING IS EVERYTHING

HERE'S A HELPFUL CHECKLIST

- ✓ **Several Months Prior to Moving**
 - Plan your move in order to avoid peak moving season. The first and last days of the months are busiest. When you contact your *Interstate Move Consultant*, have your exact move date available so a timeline can be established.
 - Survey the attic, outside sheds, garage, basement and crawl spaces to determine what items will not be moving with you.
 - Have a yard sale to help discard items not traveling with you.
- ✓ **Two Months Prior to Moving**
 - Locate legal documents and vehicle registration.
 - Contact schools, doctors, dentists, lawyers and accountants and obtain copies of your personal records.
- ✓ **One Month Prior to Moving**
 - Submit a Change of Address form to the post office.
 - Prepare Inventory List of single-packed items that will be stored or moved.
 - Contact your utility, phone and newspaper companies to discontinue/re-establish service at your old and new addresses.
 - If necessary, make travel arrangements; close accounts at your local bank and open accounts in your new locale.
- ✓ **Two Weeks Prior to Moving**
 - Have your vehicle serviced and if *Interstate* is transporting a vehicle, speak with your *Move Consultant* for details.
 - Contact the building management to schedule use of the elevators.
- ✓ **One Week Prior to Moving**
 - Settle any outstanding bills with local merchants.
 - Don't forget to withdraw the contents of your safety deposit box, pick up any dry cleaning, return library books and rented DVDs, etc.
 - Take pets to the veterinarian for any needed immunizations.
 - Drain gas and oil from all power equipment.
 - Pack a "FIRST NIGHT" box like personal items, bedding and fun things for the kids.
- ✓ **One Day Prior to Move**
 - Your *Interstate Move Manager* will be calling to review move arrangements and will follow-up to see that your move went smoothly.
- ✓ **Moving Day**
 - Make sure that someone is available at your residence to receive *Interstate*. If in a gated community, notify the management office of their anticipated arrival time.
 - Record all utility meter readings (gas, electric, water).
 - Review the bill of lading and inventory sheet one last time.

OF SPECIAL NOTE

- *Interstate* movers and packers undergo extensive hands-on training. Let them help you make your move a smooth one.
- Keep adequate space in front of your home for the van on moving day.
- Personal checks are not accepted. Please make sure you have cash, credit card, a certified check or money order ready.
- Before you leave, do a last minute walk-through, turn off lights, turn down/off heat or A/C, close windows and lock all doors.



Your personal *Interstate Move Consultant* is standing by with additional information and to assist you with all your moving and storage needs.

Call 800.745.MOVE (6683), ext. 3279
www.InterstateWorldwide.com

Call for a free consultation & estimate



Interstate Worldwide Relocation Services is recognized as one of the most secure, reliable, affordable and quality-conscious moving and storage companies in the world.

National Capital Business Ethics Award
Fairfax County Chamber of Commerce
Blue Diamond Quality First Award Winner
Multiple-year recipient of the American Moving and Storage Association (AMSA) Fleet Safety Award



"Moving life's memories with Top Hat Service"

5801 Rolling Road • Springfield, VA 22152

USE OUR EXPERIENCE AND THIS GUIDE TO HELP MAKE YOUR MOVE A SMOOTH ONE



WE'VE LEARNED
A THING
OR TWO
SINCE 1943



ISO CERTIFIED

OUR LEGACY



Interstate has come a long way since it began as a family business back in 1943. We've learned a lot over the years — all of which you can use to make your upcoming move as smooth and hassle-free as possible. You can count on *Interstate* to move you right with our trained movers and packers, modern fleet and state-of-the-art tracking system.



"Moving life's memories with Top Hat Service"

DON'T PAY TO MOVE WHAT YOU NO LONGER NEED OR WANT



Transportation charges are based on the actual weight of your shipment and mileage. Your personal *Interstate Move Consultant* will perform a pre-move survey to give you an estimate of costs. At that time, you can decide how much or little of the packing you want to do.

- Dispose of dangerous, flammable materials such as solvents, aerosol cans, propane, bleaches, paints, thinners, gasoline, ammunition, fluorescent bulbs, liquors and any liquids that are not factory sealed. It's illegal to load them in the van.
- Plants should be given away, shipped separately or taken with you personally.
- Jewelry, coin collections, cash, important documents, stamp collections and securities should be carried with you.

STORAGE

- If considering storage for items like heirlooms, cars, antiques or items not making the move. Our state-of-the-art storage facilities have temperature-controlled, round-the-clock fully-protected vaults, customized containers and more. Ask your personal *Interstate Move Consultant* for more details.



FAMILY & PETS COME FIRST

- Moving while school is in session has been reported by some specialists as beneficial to families with children — the experience of making new friends and having activities to look forward to help ease the anxiety of moving.
- Involve the whole family in the move, so everyone feels part of it.
- Involve older children in decisions about what to keep and what to get rid of.
- If possible, arrange for young children and elderly family members to stay with friends or relatives on moving day.
- Have favorite toys at hand for younger children — regardless of your mode of travel.
- Prepare special “first night in our new home” boxes for youngsters and elderly family members. Include weather-appropriate clothes, a favorite stuffed animal, extra diapers, bottles, pre-packaged snacks, storybooks, toys, vitamins, medications, medical appliances, pictures and anything else appropriate.
- If elderly family members are flying with you, alert the airlines when making your reservations to request special accommodations, such as wheelchairs or special in-flight meals. And consult with their doctor for any special considerations.
- Try to board pets during moving days. Contact your veterinarian about updating vaccinations and forwarding your pet's records.



IF YOU'RE PACKING YOURSELF, PACK SMART



- Pack ahead of time and in small increments.
- List high-value items on the special form provided — all items worth more than \$100 per pound or \$2,000 total are considered high value.
- Use sturdy cartons with lids that can be completely sealed.
- Indicate contents and the room where each carton should go in your new home.
- Pack heavier items on the bottom, lighter ones on top. Use soft cushioning material to protect breakables and prevent shifting.
- Use smaller cartons for heavier items and larger cartons for light and bulky objects such as pillows and quilts.
- Pack delicate glass-ware and fragile items individually. Interstate has supplies that will meet all your packaging needs. Ask your *Interstate Move Consultant* for a list of items available.
- Mirrors, antiques and large, odd-shaped items require crating and should be marked FRAGILE. Obtain written appraisals for any valuables.
- Major appliances should be clean, dry and disconnected for moving day.
- Look under beds for forgotten items.
- Seal cartons with “Packed by Owner” tape.
- Do not try to do everything yourself. Interstate packers are fast, efficient and careful.

BE AVAILABLE

- Keep in touch with your personal *Interstate Move Consultant* throughout the planning stage, so issues can be resolved quickly.
- Make sure phone service is on at your old residence until the day after you move, so you can be reached in case of emergency. Have a secondary number, such as mobile phone so you can be contacted.
- You or someone you trust should be on hand — with a detailed list of contents — to guide the movers through your home during packing, loading, unloading and unpacking.
- Provide family, friends and colleagues your new street address, phone number and e-mail address before you move.



GET THE FACTS

- Know who's paying and what is included. This will eliminate misunderstandings and confusion and assure a smooth move from start to finish.
- If you are planning a company-paid relocation, contact us to find out about our Relocation Services.
- Know exactly what furnishings and possessions you will be taking with you. Make a complete list of all the items you will be moving and their value.



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