

Everything to be moved must have a label!

Label Placement

- In plain sight – either on the **TOP** or on the **FRONT** of each item
- Multi-piece items should have a label on **EACH PIECE**
- If the label doesn't adhere to a surface **TAPE IT ON** so it will not fall off
- DO NOT** place labels directly onto pictures, paintings, flat screen computer monitors or anything made of leather



Does your move include the use of multiple label colors?

- Make sure you use the correct color on all labels
- Use **ONLY A BLACK PEN** or marker to write on the labels

Packing

With the exception of some file cabinets, the contents of all furniture should be packed into moving crates or cartons. **IF IT FITS IN A CRATE, PACK IT IN A CRATE.**

Crates

Start with an empty crate on top of a dolly. After packing the first one, close the lid on the first crate then stack another empty crate on top of the first and continue packing. Crates should be packed full to the point the lid can still close without crushing the contents. Stack crates 4 high (see diagram) and place a label on the end of each crate. If there is an old label on the crate make sure and remove it. **PACK FRAGILE ITEMS CAREFULLY, MOVECORP IS NOT RESPONSIBLE FOR DAMAGE OR LOSS OF CONTENTS PACKED BY CUSTOMERS.**



Desktop computers and other electronics

Do not pack any electronics into crates or boxes unless specifically requested by your *MoveCorp* representative. Make sure to label each item (i.e. screen, CPU/tower, and keyboard). Also label any larger accessories such as scanners, printers, or speakers. If *MoveCorp* technical department is going to do the disconnect, just label and power down the equipment. If your move contract calls for individual users to disconnect their own computers, the keyboard, mouse, cables, and smaller accessories should go into the large zip bag provided. This bag should have a label on it and be left on your work surface next to the computer.

Telephones

If your phones are moving they should be labeled with the cord wrapped around the phone and left on the desk top. **DO NOT PACK YOUR PHONE INTO A CRATE.**

Packing Instructions (Cont.)

Laptop computers

WE DO NOT MOVE LAPTOPS. All laptops should be taken home. Docking stations should be labeled and left on desk top in the same manner as other equipment.

MOVECORP IS NOT RESPONSIBLE FOR LOSS OF LAPTOP COMPUTERS LEFT FOR THE MOVE CREW.

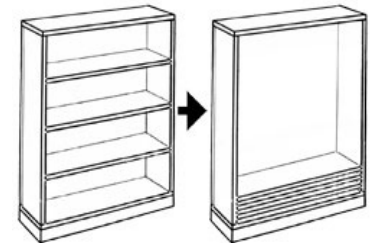
File cabinets

Most vertical file cabinets may be moved completely full. Most lateral file cabinets should be emptied prior to the move. Two drawer laterals (metal) can be left full. Your *MoveCorp* representative will notify your move team should your file cabinets be an exception to this rule.



Bookcases and storage cabinets

The individual shelves should be removed and left lying in the bottom of the bookcase or storage cabinet. Pack away shelf clips or pins into an envelope in one of your crates. **MOVECORP CANNOT BE RESPONSIBLE FOR MISSING CLIPS.**



Pictures

Smaller pictures that will lie flat in a packing crate should be packed away. Larger pictures should be left hanging on the wall for the move crew to handle. Labels should be placed on the glass or frame, or possibly on the back of the picture if there is no frame.

Keys

Do not leave keys in the lock or drawer; they should be packed away in your boxes. Keys for furniture that is going to a different user should be collected by your company's move coordinator. **MOVECORP CANNOT BE RESPONSIBLE FOR DAMAGE OR LOSS OF KEYS AND LOCKS DUE TO KEYS BEING LEFT IN FURNITURE.**

Personal items

Should be taken home by the employees. **UNLESS SPECIFICALLY CONTRACTED, MOVECORP IS NOT LIABLE FOR DAMAGE OR LOSS OF EMPLOYEE OWNED ITEMS.**

Hazardous materials

MOVECORP DOES NOT RELOCATE HAZARDOUS OR EXPLOSIVE MATERIALS.