



MOVING CHECKLIST

Carmack Moving & Storage, Inc.
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Here are Carmack Moving & Storage, we strive to make this your best move. YOU can also play an important role in ensuring a trouble free relocation. Here's what you need to know:

1. The following items cannot be packed or loaded onto the van:

**These items are not covered under valuation (carrier liability).*

- | | |
|------------------------|---|
| Aerosol cans | Perishables |
| Ammunition | Currency* |
| Flammables | Important documents* |
| Paints/varnishes | Jewelry* |
| Combustibles | Securities* |
| Open cleaning supplies | Software and/or computer discs* |
| Plants | Any open items that could spill or leak |

2. Any article you wish to take that is affixed to your property must be removed before we arrive to pack and load. Some of these articles might include:

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|-------------------------|----------------------------------|
| Pictures | Mirrors |
| Shelving | Carpet |
| Draperies fixtures/rods | Plumbing and electrical fixtures |

3. Inform us of any items that may require special disassembly and reassembly, or additional packing (crating). These items might include:

- | | |
|------------|--------------------|
| Waterbeds | Chandeliers |
| Hot tubs | Grandfather clocks |
| Swing sets | Pool tables |

4. Inform us of any items that may require special handling. These items might include:

Pianos

Riding Mowers

Vehicles or boats

Antiques (Get an appraisal)

5. To protect your belongings and avoid accidents, these preparations are essential:

Computers: Back up the system and carry all software programs with you. Insert the shipping inserts or unneeded diskettes into all drives. Consult owner's manual or factory representative for further instructions. REMEMBER: Contents of disks are not covered under valuation.

Other electronic products: Microwaves, TVs, DVD players/VCRs, stereo components. These all require special preparations. Consult owner's manual.

Motorized products: Lawn mowers and other machinery. Drain all gasoline and oil.

Gas grills and propane tanks: Have them professionally emptied (purged) and tagged to re-certify this service.

Refrigerators and freezers: Disconnect ice makers. Defrost the appliance, wipe the interior, and allow 12-24 hours for interior to dry before loading time. To prevent odors, place a stocking filled with charcoal or fresh coffee grounds, in each compartment.

Other major appliances: Washers, Dryers, etc. Disconnect and service them before loading day. Take child-safety precautions as appropriate.

6. Before we arrive, you'll need to arrange the following:

Items in attics, crawl spaces, and temporary storage: Bring them to an accessible area of your home.

Items you don't want us to pack/load: Set them aside and label, "Not for Movers."

Phone service and utilities: Keep them connected until the day after your departure.

7. On packing/loading day(s), you or a representative for you, must be present the entire time for the following:

Initial walk-thru with driver: Point out everything that is to be loaded, as well as the items you have set aside to handle yourself.

Informing the driver: Give the driver your new telephone number, any contact numbers along the way, and any detailed directions to your new home that may be required.

Final walk-thru with the driver: Sign the origin inventories only after you have double-checked that all items are marked with their proper destinations (if storage or extra stops are involved), and that all items to go have been loaded.

8. On delivery day(s), you or a representative for you must be present the entire time for the following:

Checking inventory (Long Distance and Storage moves only!): Use the original inventories and check off each item as it is unloaded.

Noting missing or damaged items: Point out items of concern to the driver and contact the Claims Manager or an office staff member as soon as possible.

9. Communication is the key:

Call your salesperson: If you have any questions or concerns, or to arrange for special services, such as, handling items we cannot carry or confirming items that may not be covered under valuation (carrier liability); contact your sales person.

Delivery out of storage: To schedule delivery out of storage to the new residence, contact your salesperson as early as possible (at least 7 to 10 working days in advance).

PLEASE NOTE: If you prefer, Carmack Moving & Storage can arrange for the required servicing in many of the cases mentioned above. Please let your sales representative or an in-office staff member know well in advance of your move.

ALSO, please be aware that the internal mechanics of electronic products are not covered under your valuation (carrier liability) unless physical damage, clearly related to transport, is noted upon delivery.