HOW TO PREPARE FOR YOUR MOVING DAY?

MOVING DAY INSTRUCTIONS



PREPARE FOR OUR MOVING TEAM'S ARRIVAL

Moving to a new home or office? Proper preparation is key to ensuring a stress-free and efficient moving day. Follow this step-by-step guide to get everything ready before our <u>London Man Van</u> team arrives.

To ensure a smooth and efficient move, follow these essential steps:

- Make an Inventory List of items to be moved
- **Pack and label** boxes securely
- **Disassemble furniture** and keep small parts safe
- Arrange parking for the moving van
- Keep **essential items** (documents, valuables) with you
- **V** Do a **final walkthrough** to check for forgotten items
- Inspect your belongings before the movers leave
- Check the van to ensure nothing is left behind



INVENTORY LIST

Create an <u>Inventory List</u> for of all items being moved to keep track of your belongings.

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Take photos of valuable or fragile items before the move for documentation.

Report any damage to our team before they leave the delivery location.

• We are not responsible for unreported damages once the team has left.





Pack all loose items securely in boxes and seal them with strong packing tape.

DO NOT overload boxes – keep each box under 20kg for safe lifting.

Ensure box bottoms are securely taped to prevent breakage.

Label each box clearly with contents and the room it belongs to.

Fragile items should be wrapped in <u>bubble</u> wrap and marked "FRAGILE"



FURNITURE PREPARATION

Disassemble large furniture before our arrival to save time. If you need assistance, let us know in advance.

Use <u>plastic covers for sofas & mattresses</u> for extra protection.

Secure screws, bolts, and small parts in labeled bags and attach them to the furniture.





ACCESS & PARKING ARRANGEMENTS

Ensure our team has easy access to your property. Remove any obstacles.

Reserve a parking space as close as possible to your home.

✓ If a <u>parking permit</u> is required, arrange it in advance.

For apartments, check if a lift is available or inform us about stair access.





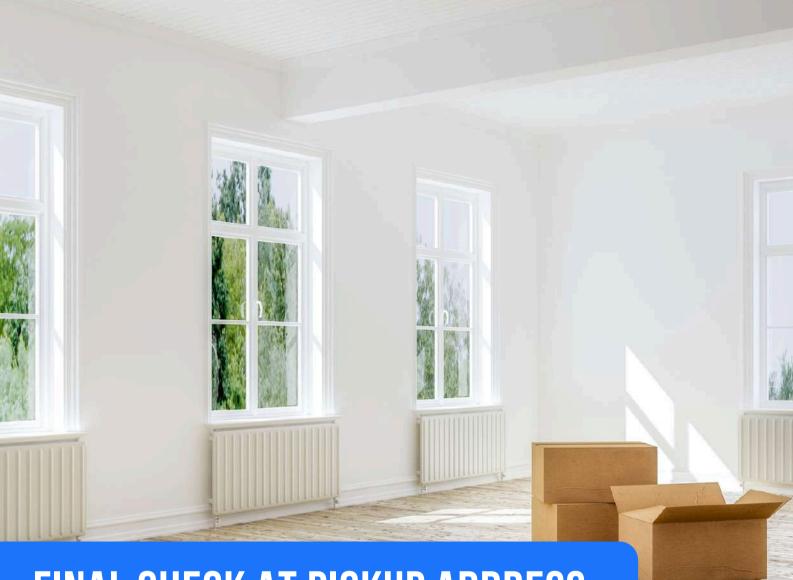
ESSENTIAL ITEMS TO KEEP WITH YOU

Important documents, valuables, jewelry, and medications should be carried personally.

Basic toiletries, a change of clothes, and chargers should be kept aside for easy access.

If you have pets or small children, arrange for their care during the move to avoid disruptions.





FINAL CHECK AT PICKUP ADDRESS

Walk through your entire home before our team departs to confirm nothing is left behind.

Double-check all rooms, cupboards, and storage areas for forgotten items.

Once our team leaves, we are not responsible for the items left behind.



CHECKING YOUR ITEMS BEFORE THE TEAM LEAVES

Inspect the condition of all your belongings before the movers leave.

If there is any damage, report it immediately to our team or office.

We do not accept complaints after the moving team has left the delivery location.





CHECKING THE VAN BEFORE OUR TEAM LEAVES

Before our team leaves, check the van to ensure no items have been left inside.

If any items are left in the van after departure, it is the customer's responsibility to collect them from us.



GET PROFESSIONAL HELP FOR YOUR MOVE!

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