

WRIDGWAYS

The Removalists.

PRE-REMOVAL CHECKLIST

Packing Date::

Removal Day:

My personal Move
Manager:

Telephone Number:

Delivery Date:

Wridgways Delivery
Branch:

Telephone Number:

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REMEMBER TO ADVISE THESE PEOPLE BY

<input type="checkbox"/>	The Post Office - for mail redirection
<input type="checkbox"/>	Telephone Service Provider
<input type="checkbox"/>	Internet Service Provider
<input type="checkbox"/>	Electricity Authority
<input type="checkbox"/>	Gas Authority
<input type="checkbox"/>	Water Supply Authority
<input type="checkbox"/>	The Bank/Building Society - transfer your accounts
<input type="checkbox"/>	The Taxation Department
<input type="checkbox"/>	The Electoral Authority
<input type="checkbox"/>	Insurance companies - car, house, property etc
<input type="checkbox"/>	Motor Registration Authority – License and Registration
<input type="checkbox"/>	Health Insurance Fund
<input type="checkbox"/>	Hire purchase company
<input type="checkbox"/>	Clubs - social, sporting etc
<input type="checkbox"/>	Cancel magazine subscriptions, book club, wine club etc
<input type="checkbox"/>	Your Doctor
<input type="checkbox"/>	Your Dentist
<input type="checkbox"/>	School - arrange for records to be transferred
<input type="checkbox"/>	Solicitor
<input type="checkbox"/>	Church
<input type="checkbox"/>	Newsagent - discontinue newspaper/magazine deliveries
<input type="checkbox"/>	Library - don't forget to return borrowed books
<input type="checkbox"/>	Direct Debit arrangements - your bank
<input type="checkbox"/>	Superannuation Fund
<input type="checkbox"/>	Medicare

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THINGS TO DO WELL AHEAD OF TIME

<input type="checkbox"/>	Carefully read your Wridgways Dangerous Goods Listing and dispose of all flammable goods and prohibited items.
<input type="checkbox"/>	Seek advice from the manufacturers of your washing machine, fridge, freezer and other appliances, as to whether they require attention prior to transportation.
<input type="checkbox"/>	Sell or dispose of any furniture that you are not taking with you.
<input type="checkbox"/>	Arrange for somebody to mind your children on packing and uplift days, if possible.
<input type="checkbox"/>	Collect your family's dental and medical records.
<input type="checkbox"/>	If renting, advise your landlord as soon as possible.
<input type="checkbox"/>	If you are doing all or part of your own packing, obtain cartons from Wridgways and allow plenty of time for this task.
<input type="checkbox"/>	Take time to accurately calculate your insurance value and complete your Wridgways Insurance Declaration Form.
<input type="checkbox"/>	Backup your computer hard disk. Ensure printer, scanner etc is prepared for transport. Seek manufactures advice if you are unsure.
<input type="checkbox"/>	*Drain waterbeds ready for transport. If special tools are required, disassemble the bed frame ready for transport.
<input type="checkbox"/>	*Disassemble any built-in fixtures and fitting, ready for transport.
<input type="checkbox"/>	*Disassemble outdoor items i.e. swing sets, cubby house etc and place all bolts, screws in an envelope for safekeeping.
<input type="checkbox"/>	*Dismantle all prefabricated furniture ready for transport, particularly computer desks, we know its a bother, but they disintegrate in transit. Place nails, screws etc in a clearly marked, sealed envelope.
<input type="checkbox"/>	Return any Video/DVD rentals
<input type="checkbox"/>	Don't forget to cancel newspapers, cleaning, gardening, pet grooming and other local services

* Wridgways can provide this service for you, simply ask our consultants for a quote.

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TASKS TO PERFORM THE DAY BEFORE YOUR MOVE

<input type="checkbox"/>	If packing yourself, ensure all cartons are packed, sealed and clearly labelled ready for collection.
<input type="checkbox"/>	Keep all valuable jewellery, passports, important documentation, money, tickets etc, with you, as this cannot travel with Wridgways and cannot be insured.
<input type="checkbox"/>	Have your pets ready for collection. Remember to send a familiar toy along for company and reassurance during the trip.
<input type="checkbox"/>	Empty and hose all rubbish bins and compost bins.
<input type="checkbox"/>	Collect any dry-cleaning or laundry.
<input type="checkbox"/>	Ensure all accommodation and travel arrangements are booked and confirmed.
<input type="checkbox"/>	If paying for the removal yourself, have a bank cheque or correct money ready for collection by the removal crew.
<input type="checkbox"/>	Ensure any gas cylinders have been emptied and certified by an authorised gas cylinder test station.
<input type="checkbox"/>	Ensure fuel is drained from fuel driven appliances such as lawn mowers and whipper-snippers.
<input type="checkbox"/>	Empty, defrost and thoroughly towel dry your fridge and freezer. Quickly wipe over the inside using vanilla essence, this will assist in the prevention of odours.
<input type="checkbox"/>	Drain washing machine hoses and leave to dry overnight.
<input type="checkbox"/>	Disconnect stereo system and computer equipment. Tape all wires and leads together. Remember to secure the arm of your stereo and remove all CDs and tapes prior to transport.
<input type="checkbox"/>	Please arrange to be at your home on both packing and uplift days. If you cannot attend, please have someone you trust to attend and act as your representative.
<input type="checkbox"/>	Get a good nights sleep and leave the rest to Wridgways.