

YOUR PRE-REMOVAL CHECKLIST



WRIDGWAYS

The Removalists.



▶ ▶ ▶ REMEMBER TO ADVISE THESE PEOPLE

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



▶ ▶ ▶ THINGS TO DO WELL AHEAD OF TIME

- ▶ Carefully read your Wridgways Dangerous Goods Listing and dispose of all flammable goods and prohibited items.
- ▶ Seek advice from the manufacturers of your washing machine, fridge, freezer and other appliances, as to whether they require attention prior to transportation.
- ▶ Sell or dispose of any furniture that you are not taking with you.
- ▶ Arrange for somebody to mind your children on packing and uplift days, if possible.
- ▶ Collect your family's dental and medical records.
- ▶ If renting, advise your landlord as soon as possible.
- ▶ If you are doing all or part of your own packing, obtain cartons from Wridgways and allow plenty of time for this task.
- ▶ Take time to accurately calculate your insurance value and complete your Wridgways Insurance Declaration Form.
- ▶ Backup your computer hard disk. Ensure printer, scanner etc is prepared for transport. Seek manufactures advice if you are unsure.
- ▶ *Drain waterbeds ready for transport. If special tools are required, disassemble the bed frame ready for transport.
- ▶ *Disassemble any builtin fixtures and fitting, ready for transport.
- ▶ *Disassemble outdoor items i.e. swing sets, cubby house etc and place all bolts, screws in an envelope for safekeeping.
- ▶ *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.

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



▶ ▶ ▶ TASKS TO PERFORM THE DAY BEFORE YOUR MOVE

- ▶ If packing yourself, ensure all cartons are packed, sealed and clearly labeled ready for collection.
- ▶ Keep all valuable jewellery, passports, important documentation, money, tickets etc, with you, as this cannot travel with Wridgways and cannot be insured.
- ▶ Have your pets ready for collection. Remember to send a familiar toy along for company and reassurance during the trip.
- ▶ Empty and hose all rubbish bins and compost bins.
- ▶ Collect any drycleaning or laundry.
- ▶ Ensure all accommodation and travel arrangements are booked and confirmed.
- ▶ If paying for the removal yourself, have a bank cheque or correct money ready for collection by the removal crew.
- ▶ Make sure any gas cylinders have been emptied, your local garage may assist. Please do not do this task yourself.
- ▶ Ensure fuel is drained from fuel driven appliances such as lawn mowers and whipper snippers.
- ▶ Empty, defrost and thoroughly towel dry your fridge and freezer. Quickly wipeover the inside using vanilla essence, this will assist in the prevention of odours
- ▶ Drain washing machine hoses and leave to dry overnight.
- ▶ 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.
- ▶ 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.
- ▶ Get a good nights sleep and leave the rest to Wridgways.