

Two Men and A Truck®

“Movers Who Care®”

Each franchise independently owned and operated

BUSINESS EMPLOYEE PACKING INSTRUCTIONS

Name: _____

Label Colour: _____

Number: _____

The placement of your office furniture in the new facility is handled by the **TWO MEN AND A TRUCK®** labelling system.

A. Labelling:

1. Every item to be moved must have a label on it.
2. Any item that must be dismantled to be moved should have all the parts labelled.
Example: Secretarial desks with returns should have a label placed on the desk and return.
3. Labels are easily removed and will not leave residue, if removed immediately following the completion of your move

B. Desks:

1. Label the desk on the top surface.
2. Your desk will be placed on end to be moved. Pack **all** desk contents.
3. Place small items such as pens, clips, rubber bands, etc. in an envelope or a ziplock bag and put it in one of your moving boxes.
4. Glass tops on desks:
 - a. Place a separate label on the lower right hand corner of the glass.
 - b. Remove all the papers, snapshots, etc. from under the glass.
 - c. Remember you still need a label on the desk top itself
5. Wiring, telephones, or any equipment which is fastened to desks, etc., must be disconnected.

C. Files and Cabinets:

1. Vertical (standard) file cabinets can be moved as they are. It is not necessary to remove contents. Move all pressure plates forward.
2. Lateral file cabinets must be emptied.
3. If your file cabinet has a lock on it, (and you have a key), lock the file cabinet before the move. Store the key where it can be easily located after the move. If you do not have the key to the lock, wrap tape around the lock, until the lock can no longer be forced into a locking position. This prevents accidental locking during the move.

D Large Metal Supply Cabinets

1. Remove all contents and place in moving boxes.
2. Label all moving boxes with the same colour and number as the cabinet.

E. Bookcases

1. Remove contents and pack in moving boxes.

2. If your bookcases are held in place by small metal or plastic pins or brackets, remove the shelves, bind them together in a bundle using tape, place pins and brackets in a sealed envelope and pack them in one of your moving boxes. Label and number the bundle of shelves, as well as your bookcase and boxes containing contents.

F. Personal computers, CRT's, Monitors, Keyboards, Disk Drives, Printers, Fax Machines, Telephones, Typewriters, Calculators, Etc.,

1. Unplug all the equipment from the power source and from other peripheral equipment.
2. Place all cables, cords, covers, etc. in a moving box or tape it to the unit.
3. Make certain each piece of equipment has been properly serviced for moving, if any servicing is needed.
4. Place an old diskette in all open disk drive ports and if possible, secure the hard disk drive.
5. Pack in a moving box, using ample packing materials (such as static free bubble wrap). We cannot be responsible for improperly packed electronic equipment.

G. Copiers

1. All required servicing must be completed prior to moving.
2. On leased and contracted equipment, check with the leasing company on the provisions for moving.

H. Boxes

1. Stack packed boxes up to four high in an area easily accessible for the moving crew.
2. Pack each box tightly and full to avoid crushing and crashing. Do not "dome" boxes.
3. Place one label on the top of the box and one on the side. NOT the bottom.
4. Seal boxes with packing tape.
5. Do not pack breakables in these boxes
6. When unpacking is completed, please break each box down to a flat position and return them to an area designed by your staff for disposal.

I. Chairs:

Place label somewhere it will stick, not on the fabric. It is best to put labels on the base of chair.

J. White Boards and Bulletin Boards:

1. Remove all items from boards. Place a label on the backside.
2. Building management may not allow Movers to remove items fixed permanently with screws, nailed to the wall, etc. Please detach these items and lean them against the wall.
3. Copy pertinent information from white board so that it is not lost in transit.

K. Personal Items:

1. Valuables and plants should be removed by the employee prior to the move.
2. Place personal items such as small photographs, awards, plaques and other knick knacks in a moving box and move in your vehicle.
3. Breakables should be packed in moving boxes intended for those items, i.e. dish packs.

L. Art Work

Larger, valuable paintings, sculptures and other art work should be professionally packed. **TWO MEN AND A TRUCK®** can pack these items for you if arrangements are made in advance.

M. Trash Cans and Carpet Protectors:

It is not necessary to label these items unless you are particularly fond of them and require your same unit be moved to your specific new location.

Move preparation time is a great time to clean out your work area! If you haven't used it since your last move, you probably never will! Don't move items which you no longer use.

TWO MEN AND A TRUCK® "Movers Who Care®"

Our commitment is to continuously strive to exceed our Customer's expectations in value and high standard of satisfaction. "