

Personal Moving Guide



4 WEEKS BEFORE MOVING	3 WEEKS BEFORE MOVING	2 WEEKS BEFORE MOVING	1 WEEK BEFORE MOVING
<ul style="list-style-type: none"> <input type="checkbox"/> Tour your house including the attic, garage, storage shed and decide which items should be discarded or donated to charity. Consider a garage sale. <input type="checkbox"/> Contact Atlas Van Lines Agent and request an accurate estimate of your moving charges. <input type="checkbox"/> Begin to use up frozen food and staples. Buy only what will be used before moving. Inadvisable to move frozen goods on the van over long distances. <input type="checkbox"/> Make your travel reservations for the trip-airline, hotel, rental car. <input type="checkbox"/> Arrange for transfer of records, etc. Refer to Checklist. 	<ul style="list-style-type: none"> <input type="checkbox"/> Arrange for transportation of pets including kennels. Check with your veterinarian. <input type="checkbox"/> Start preparing your plants for the move. Refer to the plant brochure from your Atlas Agent. <input type="checkbox"/> Return library books, video tapes and other borrowed items. Collect anything lent or out for repairs/lay-away. <input type="checkbox"/> Dispose of flammables - paint, matches, pressure cans, cleaning fluids, etc. <input type="checkbox"/> Notify post office, mail order accounts, etc., of your pending change-of-address. Refer to Checklist. 	<ul style="list-style-type: none"> <input type="checkbox"/> Draw up a floor plan of your new home and indicate furniture placement. It makes moving in twice as easy. <input type="checkbox"/> Set a date with a reliable service firm to prepare your appliances - washer, dryer, etc. - for moving. Check with your Atlas Agent for their recommendations <input type="checkbox"/> Start packing if you have planned to do some of it yourself. Refer to the packing brochure from your Atlas Agent. <input type="checkbox"/> Arrange a baby-sitter for moving day. <input type="checkbox"/> Plan to discontinue utilities, delivery service, etc. Refer to Checklist. 	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare car for trip. Finish packing all suitcases and basic essentials. Plan to carry with you valuable documents, currency, jewellery. <input type="checkbox"/> Drain water from garden hoses and oil/fuel from power mower and other machinery. <input type="checkbox"/> Defrost and wipe dry fridge and freezer. Don't overlook the defrost water pan. <input type="checkbox"/> Take down curtain rods, shelves - items permanently attached. Dismantle large power tools such as lathes, grinders, etc. <input type="checkbox"/> Apply a light application of a quality paste wax to your furniture for protection from possible scratching.

PACKING DAY

- Have a clear workspace available for packers. Point out:
 - (a) fragile and valuable items
 - (b) items you will be taking with you
 - (c) anything to be left for new owners
- Have computer prepared for transportation

MOVING DAY (OUT)

- Plan to stay home until van has left. Tour house with van operator during inventory, sign Bill of Lading, confirm new address and delivery date. Be sure to check destination contact phone numbers. Do final check for overlooked items. Make certain windows and doors are locked, utilities disconnected or turned off, keys transferred and lights out

MOVING DAY (IN)

- It is a good idea to be at your new home a day ahead of the van to verify utilities are connected and floor plan is correct. Using inventory, check off items when unloaded. Make arrangements for reinstallation of appliances. Confirm unpacking requirements.

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 Winner of Atlas Van Lines Driver of the year Award



✓ Moving Checklist ✓

TRANSFER

- House/Car Insurance, etc.
- Club memberships
- Bank records
- Legal Contracts
-
- Medical/Optometrist records
- School records
- Veterinarian records
- Dental records
-

NOTIFY

- Post Office
- Credit card companies
- Magazines
- Government
-
- Friends/relatives
- Mail order accounts
- Vehicle registration bureau
- Church
-

DISCONTINUE

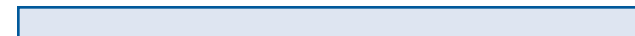
- Electricity
- Water/Softener service
- Cable/Entertainment rentals
- Garbage collection
- Diaper service
- Food service
- Laundry/dry cleaning service
-
- Gas/Fuel/oil
- Telephone
- Lawn/Snow service
- Newspaper delivery
- Household cleaning service
- Nursery service
- Delivery service
-



Fred Guy

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2003 Winner
 of the Better Business Bureau
 of Eastern Ontario and Outaouais
 Torch Award for Marketplace Ethics