



# REMOVALS

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## VVM's Very Helpful Removals Checklist

### Inventory of Items

We recommend our customers to plan well in advance of their intended move and to create an inventory/list of everything they want to move from their property to their new address.



### Unwanted Items

Sell, give away, go to a car boot sale or donate to charity shops as much of your unwanted items as you can BEFORE you move. Don't take all your unwanted items with you!!!



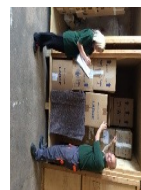
### Planning Ahead

Book your removals with us once you have a confirmed date. If not, then provisionally book your removals with us for the anticipated date you are expecting to move, then let us know when your moving date is confirmed. It's much easier for us to be flexible about offering you an alternative date about a known removal expectation as we'll keep in touch with you in the interim rather than if you surprise us asking us to move you at the last minute!!



### Storage Facilities

If you need storage or are moving to a smaller property and don't think all your belongings and furniture will fit. Books storage with us on a weekly basis and only take with you what you think you need and you can ask us to deliver the rest at a later date from storage for you. When you book your removals book the storage too.



### Insurance

Check out your insurance cover for the move. VVM does have Insurance for transporting your goods should anything go wrong, but check your own insurance for adequate cover.



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## Royal Mail and Utility Bills

Remember to have all your mail re-directed and notify the utility companies of your change of address too. <http://www.postoffice.co.uk/redirection> Royal Mail charge to have your mail re-directed for a set period of time (see link above).

## Let's get Packing!!



Start packing as far in advance as possible it takes longer than you think. Concentrate on packing up one room at a time, and mark the boxes for each room as you pack. Pack valuables and essential paperwork separately (incl. Wills, Share Certificates, Jewellery, etc.)

## Don't pack everything... leave the kettle out until the last day!!



VVM can supply all your packaging materials and boxes. You can do either of these things:

- ✓ Buy the boxes direct from us with the packing material and we'll deliver them to your home ahead of your move.
- ✓ Loan the boxes from us for free – all we ask is that we can call to collect them from you at a later date un-damaged and if you use your own packaging materials then this will not cost you anything at all.

Alternatively, VVM staff will pack and un-pack for you. So all you have to do is specify what you would like help with when you book your removals with us.

Use packaging materials suitable for delicate or breakable items such as:

- ✓ Newspaper (this will leave smudges on your belongings so only use to cushion items that are already protected)
- ✓ Bubblewrap
- ✓ Wrapping paper
- ✓ Tissue paper
- ✓ Bedding, blankets, towels and material items

Use zip lock kitchen bags to keep the small odds and ends that usually are loose in your drawers safely together in the boxes.

Try and make sure you don't overload the boxes if packing them yourselves. If you can't pick them up then neither can we!!! Make sure the bottom of the boxes are secure and taped up.



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The boxes which you overload are the ones which may break in transit, so pack sensibly and don't overload the boxes with all heavy items in one place. Separate heavy items between several boxes to even the weight in each box.

We can deliver boxes and protective coverings for your furniture before you move so let us know your requirements.



List out what is in each box (Box 1 – Kitchen items. Box 2 – Lounge etc.)

## Household Item Packing Advice



**Silver** – pack in acid free paper to protect silver items from tarnishing

**Furniture** – pack multi layers of blankets to protect your furniture from dents, scuffs and marks – we can bring blankets on the day of removals to help do this. Outdoor furniture can be heavy, therefore if possible dismantle and tape each part together to be transported.

**White Goods** – make sure each item of white good are empty and free of water in the pipes and freezer and fridge compartments before they are moved. Tape up the drawers and ice compartments so they don't fall out if the appliance is tilted forward during removal.

**Glass table tops** - Wrap the table top in a blanket or bubble wrap and tape it securely. We can wrap the table top for you if we're helping with your packing on the day of removals. The table top is transported separately for safety.

**China & Glassware** - Pack each piece in white paper before placing in your packing boxes, if you use newspaper it'll sometimes leave marks on white china. Pack each piece securely but not too tightly in the boxes as the pressure of other items pressing on it especially glassware will cause it to break. Mark the boxes 'Fragile' if they contains mainly china and glassware.

**Books** - Pack books spread over several boxes as they're heavy! Pack older books spine down.

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**Computer equipment** - Wrap your computer in anti static bubble wrap to ensure it's protected during the removal process. Take extra care on the screen of the PC by putting a piece of cardboard over the screen to protect it.

**Paintings, pictures & mirrors** – Wrap anything glass fronted in cardboard and bubblewrap, then tape up securely. Fragile pictures may need to be crated separately, so let us know if you have a priceless masterpiece painting!! and we'll make sure it's looked after and crated especially for you before it's to be transported.

**TV's and music systems** – Wrap TV's and music and stereo equipment in bubble wrap before placing into boxes. Alternatively wrap blankets and sheets around them and place a piece of cardboard and bubble wrap in the screen of your TV to protect it.

**Mattresses** – We have specially designed mattress covers if we're helping with your packing. In case of bad weather on the day of your removals, leave a mattress cover on the mattress as this'll help to absorb any moisture from rain marking the mattress if moving during bad weather.

**Clothing & linen** – Clothing can be placed in boxes loose, or on hanging rails in specially designed wardrobe hanging boxes (see below). Also, clothing is a good source of packing material inside your boxes instead of newspaper, although you'll have a lot of ironing at the other end when you unpack!!



**Specialist Items** – Pianos, large antiques, clocks, large rugs, etc. Let us know in advance if you have any of these to be transported, as we may need extra time on your day of removals to bring the items out of the property.



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