

# ***ACCESS GENTLE MOVING & STORAGE***

***"Moving Above the Standard"***



## ***MOVING INFORMATION PACKET***

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Permit # HG11859

Access Gentle Moving (AGM) has relocated families and corporations locally, long distance and internationally and is your “access to excellence.” We bring more than 30 years of experience to your move. AGM specializes in exclusive relocation of office, residential, piano, safes, heavy industrial, and special products transportation. We are the West Coast’s mover of choice for office and residential relocations. Leave the stairs and cares to us.

Many local and long distance carriers are under equipped and under trained. Transferring from one place to another can be stressful when professional moving logistics are not implemented. We have spent the last 20 years improving these logistics for our clients. Perfecting stress free technology is our mantra. Our pre-move checklist, moving day instructions and computerized item placement plan-view brings speed, comfort and simplicity to your move.

### **Access Van Lines: Careful Attention to Detail**

Every customer, like every business, has a unique style. This style identifies what they represent - beyond marketing, and profits. We truly understand the means and requirements for preserving the delicate balance of the “life” of your precious goods and memories. The Relocation of your household means making important decisions: Choosing a realtor, purchasing and sale of your home, adjusting to new schools, finding the right Church, and deciding on the right moving company. Your mover becomes a vital partner in this process. We understand and respect the individual care you need.

### **Professional Packing Advice Protection and Attention to detail**

Care in the “pre-move” or packing process is the single most important step in your move. The way your precious goods are protected will dictate the outcome of move-in day, pleasant or otherwise. Our pros pack everyday. We can complete the job in far less time than you might expect. We move from room to room, and utilize the proper boxes and protection material on every item. Crystal, dishes, and glass, are placed into tri-wall constructed dish-pack cartons. Every piece is wrapped with clean newsprint and placed into the protective corrugate boxes. We offer a complete range of top quality industry-sized cartons for the do-it-yourself packer.

Additionally, we have the protective bubble-wrap, tissue, Styrofoam, and newsprint your hard to pack antiques, clocks and paintings deserve. Either way, AGM provides first-class protection throughout the packing process.

Dish packs ( 1 8" x18" x 29")

- Triple reinforced walls with extra padding for crystal, collectibles, dishes and other glassware.
- 4.5 cartons (18" x18" x 24"): For light to medium, yet bulky items such as: Tupperware, pillows, comforters, and lampshades.
- 3.02 cartons (18" x18" x16"): for non-fragile items like pots and pans, games and folded clothing.
- 1.5 or "book carton" (13" x13" x 16"): Designated for heavy items-books-canned goods.

Wardrobe carton (24" x 21" x 49")

- Holds clothes right out of your closet on hanger bar.

Mirror/picture cartons are-adjustable to give custom fit for paintings, lithographs and mirrors.

- 6-0 cube carton (22" x 22" x 22"): For extra - large bedding, lamp shades, and other bulky items.

Custom lamp base cartons: range in all sizes.

Specialty crating: custom designed for high value statue art, heavy electronic or industrial applications: all cubic sizes.



**Insurance  
Placing value on your goods**

The contract you sign with your mover provides two (2) options for placing a value on your shipments.

The value you choose sets the limit of your carriers max liability for loss or damage to your shipment. These optional levels of liability are not agreements that are governed by state insurance laws, they are authorized under Released Rates of the Surface Transportation Board of the U.S. Department of Transportation.

Before signing the bill of lading (contract) with AGM, you must decide approximately what the value of your articles are, and declare a value on the entire shipment.

The two options are:

1. \$0.60c per 1 lb per article: minimum carriers' liability. Sixty cents per pound per article-per item. No charge. (Most economical plan.)
2. Ten (10) dollars per thousand dollars of declared value no deductible for valuation under \$100,000.

\$100,000- \$150,000:	\$1000.00 deductible.
\$150,000- \$250,000;	\$2000.00 deductible.
\$250,000- \$500,000:	\$3000.00 deductible.
\$500,000- \$1,000,000:	\$5000.00 deductible.

Be sure that you comprehend the insurance information. If you don't, ask your moving consultant for more details. Also, when storage in-transit is provided an additional valuation charge applies for the time your shipment is in storage.



Moving a household is a major project. Our checklist will help in organizing this undertaking. Your first priority will be three important dates: packing, loading the van, and delivering to your new home. We recommend you avoid scheduling your move during the peak periods like the last 3 days of the month. (Note: make sure **all** boxes are labeled on the *end* or side!)

#### **6-8 weeks prior to move day**

- Inventory your items. Make decisions on what to move and not to move.
- Schedule a "moving sale" to sell things. Other items can be donated to charity for a tax deduction\*
- Make personal travel plans-airline tickets, hotel reservations, and road maps for trip routing.
- Set a date for packing. AGM offers professional packing crews who will save you unlimited hours, or we offer a full array of cartons for a do-it yourself pack job.

- Gather and consolidate family records: medical, dental, school, birth, baptismal, marriage, financial, insurance, vehicle, credit card, wills, immunization records, including pets. Have schools forward transcripts to your new school district.
- Arrange to discontinue utilities and other services just prior to your moving date
  - o Newspapers/magazines
  - o Electric and/or gas. Ask about refunds
  - o Water
  - o Telephone/long distance provider
  - o Water softener service
  - o Fuel/oil/propane delivery
  - o Garbage
  - o Cable/satellite
  - o Landscape/pool service
  - o Make advance arrangements for these services at your new residence.
- Change your address with your local post office and mail change cards to:
  - o Friends and relatives
  - o Social security office
  - o Credit card companies
  - o Subscription magazines
  - o Insurance companies
  - o Former employers
  - o Mail order accounts
  - o Investment companies

You can also change your address online at [www.usps.gov/moversnet/coa.html](http://www.usps.gov/moversnet/coa.html).

\*Many expenses incurred during the relocation process can be tax deductible. Please talk to your tax advisor.

### **2-3 weeks before move day**

- Fill and transfer prescription medications for family members and pets.
- Advise insurance companies of your pending move and update policies.
- Make separate shipping arrangements for pets and plants.
- Safely dispose of or give away all flammable materials, propane tanks, plants, paint removers and other solvents.(We cannot move these items)
- Cancel club memberships.
- Follow A.C.C.E.S.S. pre-move checklist (included in this packet)

### **1 week before move**

- Defrost refrigerator and freezer. Allow drying time (at least 12 hours) to prevent mildew.
- Dispose of food items that need refrigeration.
- Collect items from office, schools, and clubs, etc. and bring home to pack.

- Transfer funds from checking and saving accounts to new accounts in your new community.
- Drain fuel and oil from lawn mowers and other power equipment.
- Pack items to be carried in your car and mark each carton: **Do Not Move!**
- Prepare your transition kit. (included in this packet)
- Arrange for acquisition of elevator key, house key, building key, security codes, and all required entry access media. Not having keys and codes on move day qualifies as traffic blockage and will nullify pricing agreements.
- Close out safe deposit box. Transport these items in your car or by armored carrier.
- Send clothes, drapes, curtains, and rugs out for cleaning (leave them in plastic wrap for the move).
- Service cars.
- Pre-pack suit cases
- AGM will assume no liability what so ever for any unpacked items on the move date. All stereo gear, including turntables, receivers, speakers, DVD players, electronic components (including computer equipment), will not be moved, insured or inventoried, if not properly packed before move date(s) .
- Create plan view of each room (of destination) for placement.



### **Moving Day (current Location)**

1. Packing on move day voids pricing agreements.
2. Remove and pack bed linens in dressers, drawers for convenience.
3. Have all vehicles and other blockages out of the driveway(s) and street moved out before movers arrive.
4. Find a safe place for small children and pets (a moving job site is a dangerous place to play!)
5. Do a walk-thru before the move begins with the mover.
6. Keep doors blocked open and get and use the elevator key if applicable.
7. Be available to check outgoing items on your inventory sheets as they leave your house to be loaded on the truck.
8. Complete a second walk-thru at current location before leaving. Check all closets, make sure windows are shut and locked, lights off and door locked.
9. Give the mover your cell phone number and confirm destination address before leaving current location along with driving directions.
10. Get copies of shipping documents.

### **Moving Day (Final Destination)**

1. Do a walk-thru at final destination before unloading.
2. You will need to be present to check each item or box off your inventory list as they are unloaded and placed into your final destination.
3. Utilize plan-view for item placement into your new home.
4. Complete another walk-thru at final destination with the movers before they leave.
5. Do not try to unpack more than one box at a time.
  - a. Stuff newsprint into large box(s) then flatten cartons & stack them in order of like sizes.
  - b. Mirror hardware (on dressers) is best installed with mirror on dresser. Do not attempt to “slide” mirror brackets into each other. Screw brackets on from behind.



## **A.C.C.E.S.S. PRE-MOVE CHECKLIST**

**A**cquire: All important and vital documents, keys, jewelry, cash, papers and books. Put them in a 1.5 carton you can carry with your car

**C**ontact: Utilities, property management, bank, get elevator key, properly notify neighbors.

**C**onsolidate: Make sure all boxes are packed, and labeled **before** move day.

**E**xpedite: Speed up the process by **ensuring** that no boxes are smaller than a 1.5 cubic foot carton. Use Moving Industry 1.5 x 3.0 x 4.5 Dishpak, 6.0 Mirror and (wardrobe, 10.5 cu ft) size **only**. This limits item count, reducing the time needed.

**S**ide labeling: The most vital rule in Packing. Label boxes on **SIDE ONLY**.

**S**ave money: By using an existing blueprint of your destination as a color-coded map; directing room to room item placement location(s). If you don't have blueprint, an 8.5" x 11" sheet of paper works, attached to the entry of each destination room. Graph paper is also effective. Show the "plan" or top view of each room and where to place things. (Draw to scale)

#### Packing Tips

- No aerosols, flammables or corrosives. Please!
- Pack all dishes vertically in dishpaks with cell and divider system.
- Do not lay flat glass or pictures horizontally EVER!
- Lampshades must be packed by themselves surrounded by protection. (paper wads or styrofoam)
- Fill boxes to top and seal. LABEL side of boxes ONLY.



### Transition Package

"What happened to the coffee machine?" Many Families ask this question. With AGM preparing your own transition package, you will know exactly where your most important items are located.

#### The AGM Transition Package

- Put all transition items in 1.5 and/or 3.0 cartons
- Pad of paper and pen
- Flashlight with batteries
- Light Bulbs and small lamp
- Paper towels
- Paper cups
- Paper plates
- Paper napkins



- Plastic stemware
- Wet wipes
- Household cleaning supplies
- Coffee mugs
- Coffee machine
- Cream/sugar
- Bottle/ can opener, small knife
- Two kitchen pans
- Scissors and utility knife
- Toiletries-comb toothbrush, toothpaste, soap, shampoo, razor
- Toilet paper
- Linens towels
- Blanket(s)

**Pack your own:**

- Check book
- Planner/address book
- Telephones telephone books
- Laptop
- Medications/aspirin
- First aid kit
- Screwdriver, hammer, nails, pliers
- Kids toys
- Kids snacks
- School records
- Baptism certificates
- Marriage licenses
- Vehicle titles
- Financial records, savings passbook, Credit cards and records
- Receipts from travel/moving expenses

**Moving with children**

Children from infancy to teenagers are affected by your move. Parents can make the relocation a more rewarding experience by keeping lines of communication open. Stress the positive aspects of the move. Talk about new friends and your new community. For younger children, keep a familiar toy, stuffed animals and books nearby. Don't abandon familiar bedtime routines, like stories or prayers.

When a child says, "I'll miss my friends," tell them that you understand and that he or she can keep in touch with friends. Tell them that they can call or email; that being apart doesn't mean being out of touch. And assure your children that there will be friends waiting in the new neighborhood. Kids will want to know about the new home. Use a road atlas to explain where you will be moving. When you visit your new community, take pictures and explain each picture to your children. Older children can even plan the trip and learn about interesting places along the

way. Make sure new teachers help play a role in reducing anxiety. Meet with teachers personally, and tell them about your child's special interests, needs, concerns. When you form new friendships with neighbors, it will help your kids to do the same.

On moving day, arrange for child care, if possible. It will be difficult for you to spend quality time with your kids during the moving process. And encourage your children to pack some of their favorite items; that will make them part of the process. Above all be sensitive to your kids. Talk to them. Listen to their concerns. Empathize. Assure them that everything will be fine; they will adjust more quickly than you may imagine.

### **Pets and Plants**

It's important to plan ahead for your pets and plants when moving. They demand special attention as you organize your move. Neither pets nor plants can be moved by AGM. Your AGM moving consultant can arrange for specialized carriers for pet and/or plant transport. We recommend giving favorite plants to friends or offer them at your pre-move garage sale. Many states prohibit transporting plants across state lines. Check regulations.

Always consult your veterinarian well before the move to make sure your pet records and inoculations are current. Use a pet carrier for car travel. To get your pet ready, take them for a short ride in the car, using the carrier, to familiarize him or her with the process and the carrier.

## **Office Moving Instructions**

Employee Name, Label Color & Number

### **Placement:**

- Placement of your office furniture is done by NUMBER and COLOR, NOT by your name. Items without a label will NOT be moved.

### **Marking:**

- Label each item. If an item must be dismantled to be moved, be sure to tag all parts. Example: Secretary desk with return.

### **Desks:**

- Your desk will be turned on end - pack all desk contents.
- All articles from the surface of the desk should be placed in boxes. Items that do not fit in boxes should be labeled and left on the desk. Example: In-Out baskets, calculators, etc.

**Vertical Filing Cabinets:**

- Vertical filing cabinets can be moved full. If the file has a lock for which you have a key, please lock it. If you don't have a key, please wrap tape around the lock so it can't be accidentally locked while moving.

**Lateral Filing Cabinets:**

- All drawers must be packed

**Bookcases:**

- Contents should be removed and packed in cartons. If you can, remove shelves and pins. Stack shelves on bottom and pack pins an envelope and then put envelope in your carton.

**Large Metal Supply Cabinets:**

- Remove contents and pack in cartons. Tag contents same as cabinet

**Computers, Typewriters and Other Machines:** (A special cart is used to move these.)

- Please detach all cords and power hook-ups and place them in a box. Follow manufacturers directions for moving. Be sure each piece is labeled - Keyboard, Monitor, etc.

**Packing Cartons:**

- PLACE LABEL ON EITHER END, NUT ON TOP, FRONT OR BOTTOM. PLEASE DO NOT OVER-PACK Containers are stacked when moved.
- TAPE CARTONS SHUT - DO NOT INTERLOCK FLAPS. Seal carton with one length of tape on bottom and one on top.

**Miscellaneous:**

- Don't forget to tag plastic carpet protectors, waste-baskets, etc.
- Labels are easily removed when move is completed; because of this they will not adhere to some surfaces - if necessary place a piece of tape over label.
- Place labels for large pictures, white boards. etc. on front of frames.
- Personal items - Please place all knick-knacks, small pictures, delicate items, or any other personal possessions in a box and take it home during the move or personally hand carry it to your new office
- If you have any questions, contact your move coordinator.



