



# CHECKLIST

To a Successful Move from Morway's Moving and Storage

## *2 Weeks Before Moving Day*

- Point out all items to be moved
- Express any particular concerns.
- Discuss pre-move preparation and your packing needs.

Our professional staff can answer any questions concerning the move during normal business hours.

## *During the Agent Visit*

- Obtain sufficient Valuation from Morway's.** Some states requires all licensed moving companies to offer liability protection of \$.60 per pound per article. If you have not already made a valuation decision, please contact our office to discuss the choices available to you.
- Reserve the elevator in your building.** Elevators often need to be reserved through building management. Make sure you have reserved an elevator before the day of your move. Please alert our office of any time restrictions with regards to elevator usage.
- Obtain a parking permit.** If you require a parking permit, notify your Relocation Consultant as soon as possible. Morway's Moving & Storage will obtain the proper permit for you. All permit charges (and any parking fines incurred during the move) will be added to your bill.
- Certificates of Insurance.** Morway's Moving & Storage can send Certificates of Insurance to the property managers at both your old and new buildings. Check with them to see if they are required.
- Contractors.** If renovations to your new office are not completed by the time you are ready to move in, be sure to coordinate with our contractor to clear access for our movers. Remove all dumpsters and excess waste from loading zones.

# 802-651-0900