



Preparing for Moving Day

Please review these important guidelines prior to your move:

- Be present on move day. You or an authorized representative, 18 years of age or older, must be present ALL DAY during packing, loading or unloading. If you assign another person (adult) as your representative, a written letter of authorization must be presented to the move team.
- All items should be readily accessible. Remove all items from crawl spaces and attics without permanent stairs. Remove all art, mirrors, draperies and hardware which have been screwed, bolted or otherwise affixed to walls.
- Any items you do not want Interstate to move should be placed in one restricted area and clearly identified, including prescriptions and medical equipment, such as nebulizers.
- Washing machines, refrigerators and similar appliances must be clean, dry and disconnected. Inform your Move Consultant if the original packing kit for a front load washer is not available, as a Third Party Service will be required. If a Third Party services your washer, the packing kit should be saved for future moves.
- Electronics and computers must be disconnected and power cord/connectors banded together for placement in moving boxes.
- Lawn mowers, trimmers, chain saws and similar tools must be drained of gas and oil.
- The fuel level in automobiles, motorcycles or other vehicles being shipped must be as low as possible.
- You should advise your Move Manager of any items that need special care and handling. This includes large items which cannot go through normal door or stair openings, as well as very heavy items. The Move Team is not permitted to remove doors, stair railings, windows, etc.
- All items of exceptional value must be listed on the Articles of Exceptional Value or High Risk/High Value form provided by your Move Manager or move team.
- If Interstate is packing for you, advise the packing team of any box labeling you prefer for rooms or contents.
- Walkways to your residence must be completely clear of obstacles and debris, including snow and ice.
- Adequate space for Interstate's moving van must be available in front of your residence on the day of your move. We do not allow our trucks to park in your driveway.

Helpful Packing Hints

If you are packing your belongings yourself, follow these guidelines to pack like a pro!

- Using a black marker, write the following information on one end of each box: your full name, general contents description, and the room in your new home where the boxes should be placed.
- The original manufacturer's packaging or carton, if available, should be used to pack computers, electronics, collectables and other fragile items.
- The original manufacturer's packaging should be used to pack flat-screen TVs. If unavailable, a Third Party Service may be required to properly pack the TV for safe transport.
- Crumpled paper should be used at the bottom and top of each box for cushioning. Fill all open spaces in boxes with items or with paper. Fill boxes to the top to prevent the box from being crushed.
- Boxes can be cut down to size if they cannot be filled completely.
- Soft items, such as clothes, towels and linens can be placed inside the drawers of furniture.
- Lamp harps and finials should be wrapped in paper, labeled and secured to the wrapped lamp.
- Brackets and bagged hardware for all dresser mirrors should be packed with the dresser mirror.
- All boxes must be sealed with cardboard on the top and bottom. Boxes without lids will not be moved by Interstate. We also will not be able to move any trash bags used for packing belongings.

Moving Box Sizes and Uses

Small (1.5 cubic feet) Books, magazines, hand tools, canned goods, Blu-ray discs and smaller/heavier items. Hard cover books should be packed upright.

Medium (3.0 - 3.1 cubic feet) Linens, pots, pans, shoes, purses, lamp shades and plastic kitchenware, computers and other electronic equipment.

Large (4.5 cubic feet) Blankets, pillows, comforters, toys and artificial plants/flowers.

Extra Large (6.0 - 6.1 cubic feet) Lamp shades, toys, pillows, blankets, comforters and artificial plants/flowers.

Dishpacks Dishes, glassware, table lamps, glass platters, figurines and other similar fragile items.

Mirror/Picture Cartons Flat glass and marble less than one-half-inch thick or other stone material, pictures and mirrors.

To ensure the protection of your belongings, as well as our equipment and vehicles, the following items CANNOT be packed or loaded onto the moving van:

- ⊘ Aerosol cans, ammunition, bleach, flammables, fluorescent bulbs, open liquor, perishable food items and live plants.
- ⊘ Any goods that are not sealed or cannot be sealed in glass, metal or heavy plastic containers.
- ⊘ Liquids in glass containers which may expand, contract or freeze in high or low temperatures.
- ⊘ Liquids in plastic containers which are not factory-sealed to prevent leakage.
- ⊘ Valuable items such as coin or stamp collections, jewelry, cash, stock certificates, important papers and documents, passports, wills, etc.



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