



*Family owned and operated in Tucson since 1926!*

Here is a brief timeline of some recommended steps:

#### 6-8 weeks before your move

- Start to inventory and evaluate your belongings, including items in your attic, basement, storage shed, etc. Is there anything you can donate or sell?
- Make arrangements for storage services. Ralph's Moving and Storage offers many storage solutions to meet your needs.
- Begin using items in your house which you won't be able to move, such as cleaning products, frozen and perishable food items
- Make a list of people to notify of your move, including family, friends, subscriptions, etc.

#### 3-4 weeks before your move

- Notify utilities (cable, phone, electricity, etc.) of your service shutoff date.
- Arrange for insurance at your new location
- Make travel arrangements for the day of your move.
- Purchase moving supplies, including boxes. Ralph's Moving and Storage has moving supplies, boxes, tape and packing paper for sale. Full service packing is also available from Ralph's.
- Begin packing any items that you will not need immediately.
- Have a garage sale for your unneeded items – or donate items to charity.

#### 1-2 weeks before your move

- Make sure your car is in good working order if you plan to drive to your new location
- Settle any outstanding bills with local merchants.
- Take pets to the vet for immunizations and to get up to date copies of health records.

### General Packing Tips:

- Limit your boxes and cartons to a maximum of 50 pounds.
- Wrap items to reduce breakage.
- Use crushed newsprint for cushioning.
- Use boxes that can be securely taped shut.
- Pack similar weight items together.
- Label all boxes with your name, original room, destination room, brief description of contents.
- Drain power tools of oil and gas.
- Use old towels to wrap sharp-edged tools.
- For grills, dispose of charcoal and if applicable, disconnect propane tank.
- Propane tanks cannot be transported in the moving truck.
- Keep hardware for disassembled items in small, plastic bags.
- Dispose of all perishables.
- Wrap china and glasses separately in clean paper. Use a large amount of paper padding between items in boxes.
- Pack heavier items such as pots and pans in the bottom of boxes.
- For large appliances such as refrigerators: clean thoroughly and disconnect all hoses. If necessary, have a licensed technician disconnect the appliance, ex. Gas ranges.
- Hanging clothing can be transported in large wardrobe cartons (Ralph's does have wardrobe boxes for sale). If wardrobe boxes are not used, fold and pack clothing in suitcases or boxes lined with clean paper.
- Mattresses should be packed in mattress cartons. Pillows make good padding for other items.
- Mirrors should be packed in mirror boxes.
- Pack books of the same size together in a box. Do not overload boxes.
- Lampshades are particularly fragile. Pack with clean paper and place in a box at least two inches larger than the lampshade diameter. Label the box, "Lamp Shades – Fragile - Top Load Only".
- For stereo equipment, secure as appropriate for disc players and turntables.
- Furniture – your moving professionals will shrink wrap large items such as sofas. Couch pillows can be packed in large boxes.

### 2-3 days before your move

- Defrost your freezer and refrigerator. Prop doors open so they don't accidentally shut.
- Pack a box of personal items that you will need immediately upon arrival at your new home. Make sure to set this box aside!
- Contact Ralph's to confirm arrival time of the moving crew. Notify Ralph's if you have any changes to your packing or move.

## Moving Day

- Make sure that someone is at residence to answer and moving questions or if any challenges arrive.
- Pack special items for your children including snacks, toys and any favorite items. This can be a long and disorienting day for them.
- Clear walkways and driveways.
- Remove floor mats and door mats.
- Remove low hanging items such as plants or wind chimes.
- Point out special items to your crew.
- Read your bill of lading and inventory carefully before you sign them. Make sure you understand all the paperwork and keep it safe until the moving process is complete.
- Your driver may give you a delivery estimate. Understand that certain conditions (traffic, weather) can affect delivery times.
- Take one last sweep of your house, checking all closets, garage, attic and basement.

## Delivery at new residence

- When your delivery arrives, have a room-by-room floor plan in mind to assist the crew.
- The driver is required by law to collect payment for your move before your shipment can be unloaded unless approved billing or credit arrangements have been made in advance.
- If your shipment is placed in storage, charges up to that point are due at that time.
- A copy of the bill of lading signed by the driver will be your receipt.
- Once unloading begins, use the customer check-off sheet to note items delivered.
- If any items appear damaged or missing, note this on your inventory (including driver's copies) and notify Ralph's.
- If you have requested unpacking as part of your services, your boxes will be unpacked and all cartons and packing material removed. If you have not requested these services, you will be responsible for disposing of all moving materials.
- If you have requested assembly services, confirm that these services occur.