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How to Move Series:

1 Preparing Your Things for Moving





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Preventing damage by packing properly.

When you entrust Atlas to do the packing, you get the best practices and the most skilled hands to ensure that your household items arrive safely. Our trained packers use Atlas packing techniques perfected over decades. Most important, you get superior protection for your belongings. Before you move, your Atlas Account Representative will come to your home and survey your belongings. Point out things that may need special attention, such as fragile porcelains, family heirlooms, and valuable antiques.

If you wish to pack some items yourself this guide will offer some "how to..." tips to help you, and your Atlas crew, along the way.

"How to..." tips you will find in this guide:

Also, be sure to visit atlasvanlines.com/how-to-move for more tips on preparing your things for moving.

- 1 > Valuation provides added protection for you.
- 2 > Equipping yourself to pack like a pro.
- 3 > Prepare your electronics for safe transport.
- 4 > Tips for moving antiques & collectibles.
- 5 > The importance of documenting high-value items.
- 6 > When you arrive at your new home.

1 > Valuation provides added protection for you.

When you sell your home, your insurance may run out or your coverage may change. Before you move, call your insurance company and find out if your policy applies. Does it protect you while your goods are loaded, transported, and unloaded? From fire and theft? From dents, scratches, and missing pieces?

For peace of mind, you can purchase Full-Value Protection (FVP) from Atlas. In the unlikely event an item is lost, damaged, or destroyed, it will be repaired or replaced at our option and at no cost to you.

Or, you may choose Basic Protection (BP) at no cost. However, this choice limits what you can receive on any item to 60¢ per pound. If you choose BP, we will ask you to indicate so on the Customer's Declaration of Value, a part of the Bill of Lading.

For more about valuation, ask your Atlas Account Representative for a copy of Valuation Options: What's Right For You? Or visit atlasvanlines.com and type "valuation" in the Search Atlas box.



Things you should pack yourself.

Atlas does not take responsibility for these items, so you will need to prepare and transport them yourself. Important papers: legal documents, birth certificates and passports, medical and prescription information. Keys and valuables: keys to furniture, safe, and home; cash, coins, and stamps; photographs; fine jewelry; sentimental items.

Atlas cannot transport pets, plants, perishable foods, or hazardous materials. Visit atlasvanlines.com/how-to-move for tips on handling these items.



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2 Equipping yourself to pack like a pros.

When you pack, you will need a flat work surface, large enough to handle the biggest items. You should have a scissors or sharp knife, marking pen and labels (to mark cartons), and notebook and pen (to log cartons/contents).

You will also need the right materials. Your Atlas agent can provide the following supplies, in the right amounts, at affordable prices.

Follow these tips for best results when you pack:

- Use only strong, corrugated cartons that fold shut. If you use boxes discarded by your local grocery, make sure they are clean.
- We recommend blank newspaper, since newsprint may rub off and stain items.
- Plastic baggies come in handy for keeping loose parts together.
- Pack a couple of cartons a day, starting well ahead of the move. Pack one room at a time; this will make it easier to unpack.
- Mark all boxes with room and box number. Record these in a log that shows the number of boxes packed per room and the total number of cartons packed. (Your Atlas Van Operator will provide an official inventory during the loading process).
- Use plenty of filling material in cartons; when in doubt, use more.
- Make sure bottoms of cartons are secured and will hold the weight of the contents.
- Pack heavier items toward the bottom of the box and lighter items toward the top. Do not exceed 50 pounds per box; it makes moving them a lot easier.
- The heavier the item, the smaller the carton you should use.

See atlasvanlines.com/how-to-move for specifics on these items:

Dishes, Glasses, Stemware
 Appliances, BBQ grills
 Bedding, Books
 Clothing, Drapes, Curtains
 Cars, Motorcycles
 Clocks, Lamps, Lampshades

Canned and Non-perishable foods
 Firearms (long guns only)



Atlas Professional Grade Packing Materials

Cartons

- 1.5 cube (small)
- 3.0 cube (medium)
- 4.5 cube (large)
- Dishpack (china barrel)
- Flat Screen TV Carton
- Mirror (2- or 4-section)
- Upright Wardrobe
- Mattress Miscellaneous

Materials

- Corrugated or Interleaved Sheets
- Tissue Paper
- Non-tarnish Paper
- Brown Kraft Paper
- Cushioned Paper
- Wax Paper
- Bubble Pack or Foam Peanuts
- Carton Labels
- Heavy-Duty Packing Tape





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3

Preparing your electronics for safe transport.

Follow these tips when you move audio, video, and computer equipment:

- Use a qualified service provider to remove and uninstall wall-mounted AV equipment, TV antennas, and satellite dishes. Your Atlas Account Representative can recommend a reputable professional in your area.
- Move electronics in original cartons with the original packing materials. If you don't have these, use sturdy cartons that provide a good fit. Cushion your items inside the carton with bubble wrap, paper padding or foam peanuts.
- Consult your owner's manual for special instructions on plasma and flat-panel TVs. If you don't have a manual, ask your Atlas Account Representative for information.

Before your Atlas packers and movers arrive...

- Perform a backup of files and software.
- Draw a simple diagram (or tape color codes on wires) to make reconnecting easier.
- Disconnect wiring and cables, and pack them with corresponding electronic units.
- Keep components together, in boxes clearly labeled.
- Pack small accessories, such as remote controls, with each component. Or place them in a designated Parts Box and note it on the inventory list.
- Submit a list of your electronic equipment (with serial numbers) to your homeowner's insurance company.



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4 Tips for moving antiques & collectibles.

Antiques

- Secure loose parts and removable pieces.
- Place hardware and small pieces in labeled plastic bags; put the bags in a labeled Parts Box.
- Remove delicate handles and tape them inside drawers.
- Remove glass panels or mirrors, and cover them with padding or stretch wrap.
- Secure doors with rubber straps or strings.

Collectibles

- Ask your Atlas Account Representative about packing your wine or other perishable collections, as well as unusual or hard- to-move collections. Leave in place anything you want Atlas to pack. It's easier and safer, for example, if we pack glassware right from the cabinet.
- Pack collectibles in their original cartons. If these are unavailable, use Atlas professional grade cartons with bubble wrap or foam peanuts.
- Pack china, crystal, and other delicate pieces individually. Wrap them in fine tissue and place in compartment containers. Stand plates on edge. Place stemware in separate corrugated cylinders.
- Wrap dolls, figurines and sculptures in soft tissue or padding and pack in bubble wrap or foam peanuts. Place in double-walled cartons.
- Label cartons containing breakables as Fragile, using labels supplied by your Atlas Account Representative.

Are your collectibles covered under your homeowner's policy? Provide a list to your insurance agent and ask.



Atlas professional packers and movers save you time, worry, and breakage that can occur with improper packing. They routinely use stretch wrap and pad wrapping. They also use wooden crates for things like crystal chandeliers, pool table slates and antiques.

5 The importance of documenting high-value items.

You play a key role in our process to ensure your things arrive safely. We ask that you list all high-value items you want Atlas to move. The list helps us determine your shipment value and which items need special care.

High-value items include:

Antiques and art (wall or standing)	Firearms	+	+
Gaming systems, CDs, DVDs, Blu-Rays	High-end appliances and furnishings		
Clocks, collectibles and collections	Home audio systems		
Computer hardware and software	Hot tubs		
Customized items, designer clothing and wardrobe accessories	Memory foam mattresses		+
Exercise equipment	Pianos and musical instruments		
Fine china and silverware	Precious stones and metals		
	Tanning beds		
	Any item exceeding \$1000 in value		

We ask that you pack high-value items in the presence of your Atlas Professional Van Operator, who inspects everything for safety before it goes onto the truck. If we ask you to repack something, we are only looking out for your best interests. If you prefer, we will repack any item for a modest charge.





The *How to Move* Series Includes:

- Preparing Your Things for Moving
- Getting the Best Value When You Move
- Planning for Moving Non-Allowables



For a complete look at
Atlas How To Tips visit:
atlasvanlines.com/how-to-move



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