



Moving Calendar

MOVING COUNTDOWN

6 Weeks Before The Move

- ❑ Tour your house from top to bottom. Decide what is to be moved, and plan to sell, donate or throw out the rest.
- ❑ Decide on the approximate date you would like to move.
- ❑ Show your Moving Consultant everything that is to be packed and moved. The estimate will be based on these items only.
- ❑ Discuss professional packing services. If you decide to pack some articles yourself, ask your Moving Consultant for our free *Do-It-Yourself Packing Guide*. You may want to purchase some packing materials from Williams.
- ❑ Ask your Williams Moving Consultant for a NEW HORIZONS package of exclusive services. Also ask for a destination information kit to acquaint you with your new community. These are free of charge.
- ❑ Be sure to give your Moving Consultant your AIR MILES® Collector number.
- ❑ Find out what portion of your moving expenses will be paid for by your employer.
- ❑ Keep all documents and correspondence connected with your move. They will be helpful during the moving process. Do not pack them; keep them with you.
- ❑ Keep notes in this booklet. Include any questions you may have about your move as you think of them.
- ❑ Gather letters of introduction from your clergy, business associates, club presidents, doctor, dentist, lawyer, etc. Ask your doctor for copies of renewable prescriptions.
- ❑ Arrange to transfer or resign the family's club memberships.
- ❑ Schedule farewell visits to family and friends.
- ❑ Plan menus to use up present stocks of canned and frozen foods.



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4 Weeks Before The Move

(when you know the date of your move and your new address)

- ❑ Notify your post office. Find out your new postal code. Send change of address cards.
- ❑ Arrange to have utilities disconnected. Arrange for temporary cellular service.
- ❑ Write or phone the utility companies at destination to arrange services to be connected as soon as you move in.
- ❑ Ask the phone company at destination if service can be connected before you arrive.
- ❑ Ask your bank to transfer your accounts to the branch nearest your new home.
- ❑ Get a bank draft or certified cheque to cover your COD charges for the move.
- ❑ Arrange for a safety deposit box at the new location. You may want to leave the contents in your present box until one becomes available at destination and then collect them on a return visit.
- ❑ Never pack valuables. Keep money, jewelry, bonds etc. with you, or arrange for a courier service to transport them.
- ❑ If you are planning on having a garage sale, do it now. Ask your Moving Consultant for our free helpful booklet and road signs.
- ❑ Transfer fire, theft and other insurance. Check your policy to see whether a long-distance move is covered.
- ❑ Ask your Williams Moving Consultant for a Welcome Wagon card and mail it so that a hostess can welcome you in your new city.



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2 Weeks Before The Move

- Check the notes you've been making. If you have any additional questions, ask your Moving Consultant.
- Be sure to ask your Moving Consultant for the "Destination Member Contact Card". This specifies that name and phone number of the United member company in your new city who you will contact once you are ready for delivery of your shipment.
- Have your rugs and draperies cleaned. Leave the rugs rolled and wrapped.
- Prepare a floor plan of your new home and make extra copies. They will be very helpful for moving in. Keep these with your moving documents.
- Prepare your car for transportation. If you are driving, make certain everything is in good condition. Obtain the maps you'll need. Contact your auto club for a route that will be enjoyable. Make a list of items to be taken, and plan entertainment for younger children. Ask your Moving Consultant for a free *Kid's Activity Book*.
- Plan a going-away party for your children and their friends.
- Arrange for your family's enroute accommodations through one of the many hotels participating in United's NEW HORIZONS program.
- If you plan to do some of the packing, start now. Ask your Moving Consultant for a copy of our *Do-It-Yourself Packing Guide*. Carefully read our booklet *Handling Dangerous Goods*; it explains what items cannot be included in your shipment. Ask your Public Works department about disposal of toxic chemicals, paints, cleaning fluids etc.
- Collect all items being cleaned, repaired, stored and loaned to friends. Return library books.
- Arrange care for the baby and youngsters during the busy days of packing, moving out and moving in.



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1 Week Before The Move

- ❑ Ask your veterinarian about inoculations, certificates, quarantine and entry regulations if you are moving abroad. Arrange transport by air or rail, unless you are taking them with you.
- ❑ For the night before moving day, arrange to spend the night with friends. With everything packed away, you'll be more comfortable.
- ❑ Take the family for visits to some of the places that hold happy memories for them.
- ❑ Plants not being moved can be donated to hospitals or nursing homes. Ask your Moving Consultant for a NEW HORIZONS package; it contains a coupon for discounts when you replace your plants with new ones at destination.
- ❑ Prepare for meals between now and moving day. On the busiest days, plan to eat out or have meals brought in. Donate excess canned and frozen food to your community food bank as they may freeze during the move.
- ❑ Keep separate any food, plates and utensils you will need during the last days. Pack them in the "set up" carton on moving day.
- ❑ Prepare a list of items you will need immediately at destination, such as flashlight, light bulbs, toilet paper, cleaning supplies, packaged snacks, coffee pot, drinks etc. Pack these last and unload them first, along with necessities such as the crib or playpen.
- ❑ Place in separate groups the things you want packed together, such as linens, toiletries, toys.
- ❑ Two days before the move, do all the laundry. Remember to pick up all clothing from the dry cleaner.
- ❑ Drain fuel and oil from the lawnmower and other machinery. Safely dispose of all gasoline, matches, paints, aerosol cans etc. listed in our booklet *Handling Dangerous Goods*.
- ❑ Confirm hotel/motel reservations for your trip.
- ❑ Organize all your moving and travel documents as well as the valuables you will be taking with you.



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1 Day Before The Move

- ❑ Wash and dry all dishes and place them in cupboards. Dispose of the garbage. If you will be spending the night elsewhere, strip the beds but leave all furniture assembled.
- ❑ Take down curtains, blinds, rods, shelves, etc. Unfasten any fixed carpets that are to be moved. The mover does not perform these tasks.
- ❑ Pack your suitcases.
- ❑ Set aside and label items such as luggage that you do not want packed or moved. Set aside an area in the room, not to be touched.
- ❑ Pack the phone book. It will be very useful after you move.
- ❑ Pack the car for the trip.
- ❑ When the packers arrive, show them any items you feel need special care.
- ❑ Before the packers are finished, make a final check of closets, cabinets, and storage areas for articles that may have been overlooked.
- ❑ When the packers are finished, sign the Certificate of Packing and Unpacking, verifying the number of containers they packed.
- ❑ Take your pets to a transportation agency or boarding kennel. If you are taking them by car, pack their food, water, dishes, leashes, motion sickness pills etc.



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Moving Out

- ❑ Be on hand when the moving crew arrives, or authorize someone in writing to take your place. Make sure he or she knows exactly what to do.
- ❑ If you have any questions, ask your Van Operator. He will be in charge.
- ❑ Advise the Van Operator of any items you will need immediately at destination. He will load these last and unload them first.
- ❑ Accompany the Van Operator through the house as he tags each item with an identifying number. These numbers will appear on your inventory. Make sure he knows what items are not to be loaded.
- ❑ Sign the Inventory and keep your copy with your moving documents.
- ❑ Keep children and pets aside and do not allow them into the van. If you wish, your Van Operator will be happy to show children the van before loading begins. Keep children on their normal routine as much as possible. Have a few favorite toys handy, or set up a movie in a quiet room.
- ❑ Before signing the Bill of Lading check the details, with particular attention to Declared Valuation, contact numbers and destination address. Be specific about where you can be reached when your shipment arrives. Sign the Bill of Lading and keep a copy with your moving documents.
- ❑ Before the van leaves, make a final and complete tour of the house with the Van Operator to be sure that all items have been loaded.
- ❑ Leave a note in a conspicuous place so the new occupants can forward any mail inadvertently delivered to them.
- ❑ Leave the house as agreed upon with the new occupants.

Arriving

- ❑ When you arrive in the new community, notify your destination member. Tell them how and when you can be reached when your shipment arrives. If you can't find your destination member, call Williams at (877) 410-9411 and ask for the operations department. They'll help you.
- ❑ If some of your goods are to be stored, advise the warehouse of any items you want to remove or inspect so they can be kept accessible.
- ❑ Confirm that utilities will be connected on time.
- ❑ Check the arrangements for the installation and connection of appliances.



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- For the comfort and safety of young children and pets, arrange for a babysitter for the day you will be moving in. Ask at your hotel or request your destination member to arrange it.

Moving In

- Pick up the keys to your new home and inspect it. Make sure it is ready when the van arrives. Do any cleaning of windows and cupboards now if you can.
- Fasten a floor plan near the entrance so the movers will place furniture and boxes correctly.
- Be on hand to accept delivery or have someone there on your behalf. Make sure this person knows exactly what to do. If no one is present, you could be charged for waiting time. We will not deliver the goods unless someone is home.
- When the van arrives, pay the COD charges. The Van Operator must receive payment before he can unload your belongings, unless billing arrangements have been made in advance.
- Position yourself during the unloading so you can inspect the condition of your furniture, direct its placement, and mark it on the Inventory. The movers will place rugs and reassemble furniture, but are not allowed to install or attach appliances, curtains, shelves or fixtures.
- Any boxes packed by Williams at origin are the responsibility of the movers to unpack at destination. These are noted on the Certificate of Packing and Unpacking you signed at origin.
- During unpacking, pay particular attention that small articles or parts of sets have been unpacked before the packing materials are removed from your house.
- If you choose to do some or all of the unpacking yourself, note this on the Certificate of Packing and Unpacking.
- Sign the Certificate of Packing and Unpacking, verifying the number of boxes that have been unpacked.
- As soon as possible, check everything that was unpacked. Report any loss or damage to your destination member, or to your Van Operator if he is still in the house.
- Sign for receipt of your shipment, even if there is damage or loss. Write down the details of damage or loss under the "Exceptions" section of the Inventory at the time of delivery. Otherwise, the mover is entitled to deny any subsequent claim. These notations on the Inventory do not constitute a claim; they are merely a record of your observations at the time of delivery.
- In the event of loss or damage, contact your destination member, who may be able to make immediate compensation in minor cases. Otherwise, he will ask you to submit a claim form for action to be taken. See the claims section in this booklet for details on how claims are handled.



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Getting Settled

- ❑ Review your Williams destination information kit to acquaint yourself with your new community.
- ❑ Check with the post office for any mail being held for you and to arrange for home delivery.
- ❑ In the new phone book, record emergency numbers. Locate government agencies and local services.
- ❑ Take the children to their new school and meet the principal and teachers.
- ❑ If you have moved to a new province or country, consult your new lawyer about difference in laws affecting family matters such as wills, taxes, etc.
- ❑ Arrange for medical, dental and paramedical services. Consult the Yellow Pages or ask at the hospital for doctors accepting new patients.
- ❑ As soon as permanent residence is established in a new province, new motor vehicle plates and driving licenses must be obtained. Ask about any differences in driving laws.
- ❑ Visit the local public library, historical society, chamber of commerce, tourist bureau, parks and recreation department, and auto club. They will have suggestions about interesting places to visit and things to do to get to know your new surroundings.



Our Best Wishes To You In Your New Home!

Questions?

Ask your Williams Moving Consultant or call our toll free number for further information about our helpful moving tips.



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