MOVING TEAM SIX

MOVING PLANNER

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MOVINGTEAMSIX.COM

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At Moving Team Six, we want everyone to have an exceptional move.

That's why we've put together a little something to make life easier for you.

WHO IS MOVING TEAM SIX?

We're a Phoenix-based; family owned and operated moving company with a passion for what we do. We've been in this business for over ten years and we are committed to making moving easy. We call it the Ultimate Moving Experience™!

WHAT IS THE ULTIMATE MOVING EXPERIENCE™?

There are three key components to creating this kind of amazing experience.

- ***We make it easy* – From providing free, in-home quotes to moving reminders to tools like this, we do everything we can to take the stress out of your move.**
- ***We're honest* – We take the guessing out of how much you'll actually pay for your move. Everything is disclosed up front so you know how much it'll cost before we show up.**
- ***We do it right* – Careful moves are the best kind of moves. It saves wear and tear on your home and your valuables. Our team is trained to handle any situation to make sure that everything is done right the first time.**

HOW TO GET STARTED?

When you call us at *602-923-0040* for your *FREE*, in-home moving quote, you get a member of our team at your house to take an inventory of everything to be moved (no extra charge for assembly/disassembly or oversized objects).

After you accept our quote, we'll leave you with your starter moving kit. This kit contains boxes, packing materials, tape, and labels to help you get going (the actual amount will vary based on the size of the move).

We're excited to help you get moving!

Thank you,

The Moving Team Six Crew

When you hire Moving Team Six, our hourly rate covers more than just the muscles of our movers per hour. We know it takes a lot to get your move done right. That's why we include the following in your move:

- **26' TRUCKS**
- **# OF MEN ON DUTY**
  (experienced, uniformed, prepared, professional for your moving mission)
- **MOVING PADS/BLANKETS**
- **SHRINK WRAP**
- **STRAPS/WEBBING TO SECURE AND TIE CARGO**
- **HAND TRUCK**
- **4-WHEEL DOLLIES**
- **CURB/STEP RAMP**
- **DOOR JAM PROTECTORS**
- **FLOOR RUNNERS**
- **TOOLBAG**
- **DISSAMBLY/REASSEMBLY**
  (no extra cost)
- **SPEED PACK BOXES**
- **STEP LADDER**
- **PIANO BOARD FOR BABY & GRAND PIANOS**
  (no extra cost for pianos. Let your Moving Team Six customer rep know if you have a piano.)
- **SET OF FOREARM STRAPS**
- **LARGE/ SMALL GLASS MOVING**
  (no extra cost with special attention provided, unless crating services are requested or required for storage and long haul.)
- **TVS; SMALL TO LARGE**
  (no extra cost with box provided and special attention for move, if desire to keep box or crating services will be additional cost.)
- **STONE TABLE TOPS/SPECIAL ITEMS**
  (no extra cost with special attention provided, unless crating services are requested or required for storage and long haul.)
- **GRANDFATHER CLOCK**
  (no extra cost with special attention provided, unless crating services are requested or required for storage and long haul.)
- **SAFE MOVING**
  (no extra cost)
- **CRATING SERVICES**
  (Ask your Moving Team Six Specialist about pricing and details.)
- **PACKING SERVICES**
  (no extra cost) Ask your Moving Team Six Specialist about packing materials pricing and details.

HERE'S WHAT YOU CAN EXPECT IN YOUR MOVING TEAM SIX MOVING PLANNER:

BOX DESCRIPTIONS (4) - Keep track of the total number of boxes you have and what is in each individual one, just in case you remembered you accidentally packed the measuring cups or TV remote too early. You can also keep tabs on box total by room for a different inventory method. There is also a place for your additional notes.

MOVING COUNTDOWN (1) - Start getting prepared for the big day up to two months prior to moving day. We'll count you down step-by-step on what to do and when so that your move can be easy peasy.

MOVING SUPPLY CHECKLIST (1) - From the essentials to the extras, make sure you have everything you need to get things movin' and groovin'.

MOVING CALENDAR (1) - A two-month calendar to keep track of everything on your plate.

And, as a bonus, we're including our ***Moving Survival Guide*** to give you the tips & tricks you need to make getting ready for your move even easier!

BOX DESCRIPTIONS

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BOX DESCRIPTIONS

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BOX DESCRIPTIONS

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BOX DESCRIPTIONS

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BOX DESCRIPTIONS

BOX INVENTORY BY ROOM	
Kitchen	Bathroom #3
Family Room	Attic
Living Room	Basement
Dining Room	Garage
Office	
Master Bedroom	
Master Bathroom	
Bedroom #1	
Bedroom #2	
Bedroom #3	
Bedroom #4	
Bathroom #1	
Bathroom #2	

NOTES

MOVING COUNTDOWN

2 MONTHS BEFORE:

- ◯ Sort through each room & closet, drawer or cupboard. Purge what you don't want or need.
- ◯ Update your inventory of valuables that you plan to move & determine replacement value for insurance purposes.
- ◯ Obtain estimates from moving companies & choose the one you'll use.
- ◯ Create a moving binder.

6 WEEKS BEFORE:

- ◯ Finalize real estate or rental needs.
- ◯ Make travel arrangements if you are moving out of town.
- ◯ Organize school records & request for records to be transferred.
- ◯ Obtain copies of medical records for each family member & ask doctors to recommend doctors in your new community.
- ◯ Consult insurance agents to find out if changes to policies are necessary.
- ◯ Take measurements of your new home to ensure larger pieces of furniture will fit through the door.

1 MONTH BEFORE:

- ◯ Contact utility companies to disconnect services 1 day after moving & new service activated 2 days before you arrive.
- ◯ Arrange to have a storage unit if necessary.
- ◯ Packing things yourself? Round up your supplies & start packing! Clearly label all boxes.

1 WEEK BEFORE:

- ◯ Packing things yourself? Finish packing boxes & pack your suitcases with enough items for a few days.
- ◯ Confirm any travel arrangements & tune-up the car.
- ◯ Arrange payment or deposit for movers & have cash on hand to tip movers.
- ◯ Confirm the moving company has all of the correct information.
- ◯ Complete change-of-address forms through USPS & inform appropriate companies of your new address.
- ◯ Cancel newspaper subscriptions.
- ◯ Notify your employers - new & old - of your new contact information.
- ◯ Clean rugs & have them packed for moving.
- ◯ Obtain health certificates from your vet for pets traveling by air.
- ◯ Refill any prescriptions.
- ◯ If living in an apartment or access controlled area, know your property's rules on moving - some don't allow moves on specific days or

A FEW DAYS BEFORE:

- ◯ Defrost the freezer 24-hours before moving day. Be sure to put any food you wish to move into a cooler.
- ◯ Double check this checklist!

MOVING DAY:

- ◯ Pack your first-night box.
- ◯ Accompany the mover as he or she inventories your possessions and makes condition reports.
- ◯ Sign the bill of lading|inventory. Keep your copies in your moving binder.
- ◯ Lock windows, turn off lights, close doors & take a final tour after the mover have finished to make certain nothing is left behind.

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MOVING SUPPLY CHECKLIST

THE ESSENTIALS:

- ◯ Small Moving Boxes
- ◯ Medium Moving Boxes
- ◯ Large Moving Boxes
- ◯ Extra-Large Moving Boxes
- ◯ Heavy Duty Boxes
- ◯ Wardrobe Boxes
- ◯ Dish pack boxes
- ◯ Electronics Box
- ◯ Unprinted Paper
- ◯ Bubble Wrap
- ◯ Tape
- ◯ Markers
- ◯ Moving Folder/Binder
- ◯ Household Management Binder

SPECIAL EXTRAS:

- ◯ Foam
- ◯ Peanuts | Special Wrap
- ◯ Trash Bags
- ◯ Labels
- ◯ Box Cutter
- ◯ Mattress Covers
- ◯ Furniture Covers | Pads | Blankets
- ◯ Rope | Bungee Cords
- ◯ Rubber Bands
- ◯ Back Brace
- ◯ Gloves
- ◯ Padlock
- ◯ Dollies
- ◯ Tools
- ◯ Family & friends

NOTES:

TO-DO'S:

◯ _____ ◯ _____ ◯ _____

◯ _____ ◯ _____ ◯ _____

◯ _____ ◯ _____ ◯ _____

◯ _____ ◯ _____ ◯ _____

MOVING CALENDAR

J F M A M J J A S O N D

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

J F M A M J J A S O N D

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

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BONUS MATERIAL:

4 Questions You **MUST** Ask A Moving Company Before You Hire Them!

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1 DECIDE WHETHER TO HIRE OR DIY

The first big decision when dealing with a move is figuring out how you're going to get everything you own from point A to point B.

Will you hire a moving company? Or are you going to rent a truck and hope you can bribe enough friends/family to come and help you move everything?

When considering whether to hire vs. do it yourself, consider the following factors:

- The value of the goods you're moving – if you have a lot of expensive electronics or delicate collectables, it's a good idea to hire someone. Getting things moved without breaking can be an enormous challenge for a do it yourself situation and the money saved on movers may be spent on replacing broken goods.

- The quantity of the things you're moving – it's absolutely amazing how much you can accumulate in your home that you're unwilling to part with. If you find that you're anticipating having a lot of things to move, it may be worth the benefit of having someone else carry the hundreds of boxes a move seems to create.
- The size of the things you'll be moving – there may be some pride in being able to move mom's heirloom armoire down the stairs but it may not be worth the risk to the furniture (or to your back!). If you have a lot of heavy and/or awkward things to move, you'll best be served hiring a professional.

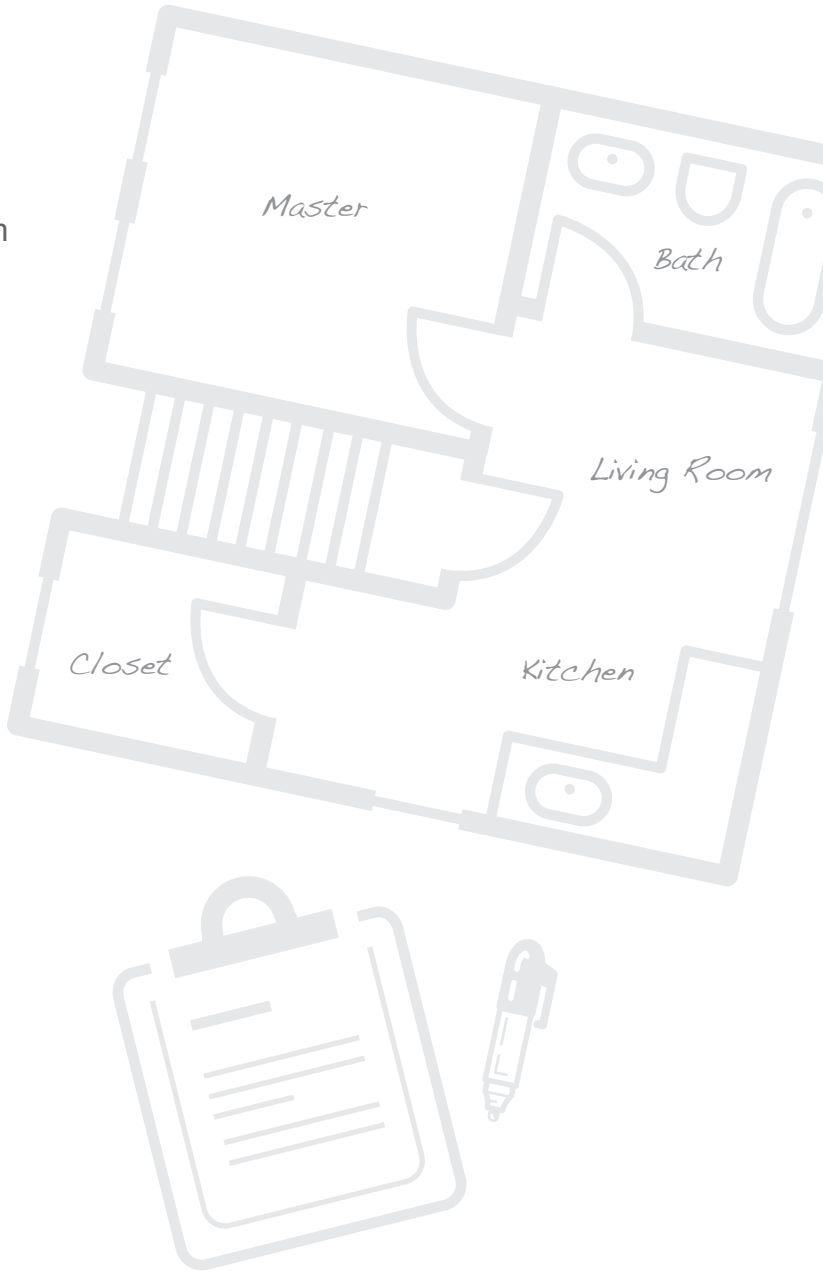
- Whether you own or rent/lease – did you know that most people cause some form of damage to their new or old residence during the move? Since large furniture can be so awkward, it's common for people to dent or even break walls during a move (who wants to lose their security deposit because a kitchen table leg put a hole in the wall?).

Once you've thought about all of this and you've made up your mind, it's time to get moving!

2 COMPLETE A MOVE INVENTORY

Once you've decided how you're going to move, you need to complete a move inventory.

In short, a move inventory is a room-by-room review of all of the contents of your home.



STEP 1

Use the moving planner to outline all of the rooms in your house. Some rooms are easy (like Master bedroom) but be sure to remember the laundry room, the garage, and the closets. These less commonly used "rooms" can be easily missed.

STEP 2

Once you've completed your outline and are ready, go through each room and document ALL of the contents that you plan to move with you to your new location. (*Note what you don't want to keep, this will come in handy later – put a colored or some other thing directly on the object to make it easier to identify).

STEP 3

After you've completed the inventory, begin identifying which things you'll need for daily living and which things can be packed away sooner.

After you've completed the move inventory, we recommend putting it in a safe place. You'll want to reference it later once you're actually packing everything so you can make sure you get everything.

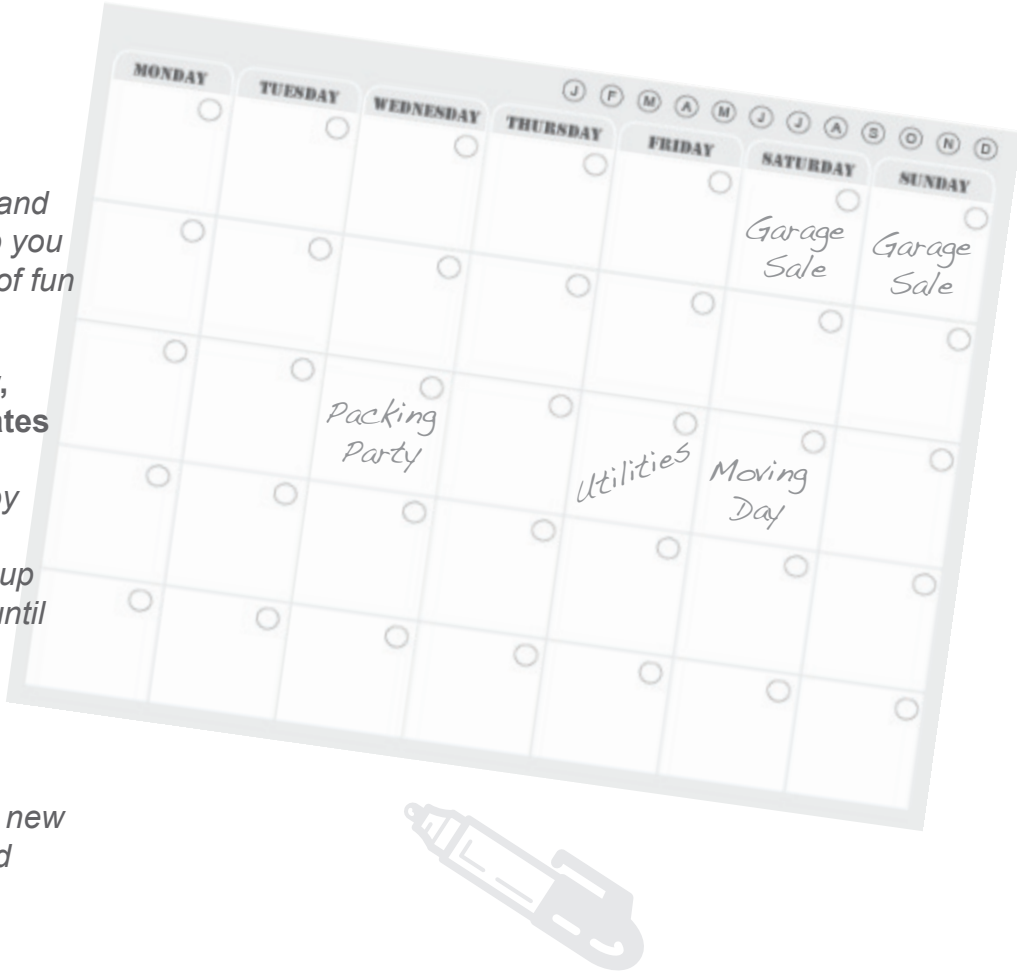
3 SET-UP A MOVE CALENDAR

One of the reasons moves are so stressful is because it seems like time flies by and the next thing you know, the truck is idling outside of your home, Moving Team Six is ready to go and you're not ready yet.

To help you manage your move project, we've provided a moving calendar in the moving planner to help you manage the timelines for when things need to be completed.

Your move calendar includes the following types of events:

- **The actual move date itself**
- **Utility turn on / turn off dates for your departure & destination homes**
- **Packing party dates** (*this is when you bribe your friends and family to come over and help you put things in boxes, it's a lot of fun for everyone*)
- **Using your room inventory, set-up room completion dates** (*some people find it easy to manage a move on a room by room basis, so you schedule which rooms can be packed up first and then along the line until the last week of the move*)
- **Garage sale**
- **Set-up a storage unit** (*particularly important if your new home is smaller than your old one*)



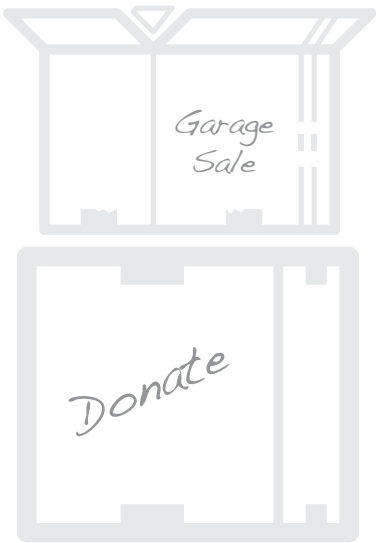
4 ELIMINATE CLUTTER

One thing we've seen time and again in the 12 years we've been moving people is that people tend to accumulate a lot of stuff!

Some of those things are important, valuable, necessary, or sentimental. But a lot of those things are just accumulated because someone put them away and then promptly forgot about them.

We strongly recommend using the impending move as an opportunity to eliminate unnecessary things in your life. Why pay to move a broken toy that your child hasn't seen in months?

To help you manage the clutter elimination process, we recommend the following steps:



- If something is broken and unrepairable, it might be a good candidate to be thrown away.
- If you find things that are gently used and in good working condition, you can sell them (at a garage sale in your neighborhood, a swap mart, or on eBay). The best decision point here is how much time you have to invest and how much money you can anticipate receiving from the sale.
- If you don't want to go through the trouble of selling your unwanted goods, consider donating them. A number of charities accept donations for clothing, toys, books, videos, music, and furniture. They either give your things to needy families directly or sell them in thrift shops to generate revenue. Either way, it's a great win-win because you reduce clutter while helping others.

As a good rule of thumb, if you haven't seen something in two years and you haven't been missing it, it might be a candidate to discard.

We've had clients tell us what an amazing feeling it is to get rid unwanted stuff and how much easier it was when they began unpacking to have less to take out of the boxes when they get to their new home.

5 DAY BEFORE THE MOVE

Once you've gotten everything settled, it's time to deal with the day before the move. This is your last minute to make sure everything is set-up to make tomorrow a success.

Confirm that your truck is scheduled for the day of the move and that the vehicle you requested is available (sometimes it happens where rental companies make errors and your 24-foot truck was rented out the day prior, leaving you with a 17-foot truck).

Call, email, or text (or all three) everyone who has committed to helping you with your move. Sometimes things come up and people may forget. The last thing you want to do is be caught short when you're moving.

Complete a walk through of the house. Is everything packed, wrapped, or disposed of? You don't want to find out that you forgot a closet when it's time to load the truck.

Arrange childcare if you have kids. A move is difficult to do on your own. It's even harder if you have young children who demand your attention or want to be "helpful".

Get rest! You may have visions of all night last minute work dancing in your head but the truth is that moving yourself is physically demanding. If you're at anything less than your best, you risk hurting yourself, someone else, or damaging your valuables.

Getting these things squared away the day before the move will go a long way to making your life simpler and easier.

MOVING DAY!

It's exciting and moving day is finally here! Everything is packed securely and labeled properly.

Here are some final tips to help you make it through the moving day itself:

STAY WELL HYDRATED

it's easy to get caught up in the activity of the move and forget to drink water. The human body requires water and plenty of it, especially when you're lifting, carrying, and walking all day long.

HAVE A SNACK

you will burn a lot of calories when you complete a move (which may be great for your diet) but it can hurt you if you allow yourself to become dizzy or light headed from not eating. You don't want to find out you should have had a snack when you're finessing a 300 lb. dresser into a truck.

STRETCH YOUR BODY

it's not gym class but moving is physically demanding. Our team members engage in regular physical training to keep in top form. If you are going to move yourself, you need to stretch out your muscles to keep from damaging them.

KNOW YOUR LIMITS

if you pick up something and it feels too heavy, it is too heavy. Ask for help or use a hand truck. If it's still too heavy, don't try to push it. People seriously injure themselves all the time when moving themselves. Put it aside and arrange for alternate shipping.

TAKE BREAKS

even if you're doing a great job, you need to pace yourself. It's very easy to burn off all of your energy by pushing too hard early in the move. Remember, it's a marathon, not a race.

Once you arrive at your destination, take a moment to scope out the new space and re-familiarize yourself with the layout. It will make it easier when unloading the truck and

BONUS MATERIAL

4 Questions You *MUST* Ask Your Moving Company Before You Hire Them

Let's be honest. Moving yourself isn't for everyone. It's entirely possible that after reviewing this book that you're thinking it might be better to just let someone else handle it for you.

That's OK. Moving is a lot of work and if you're concerned about the results, you should always consider hiring a professional.

If you want to hire amazing movers, you have to have high standards.

Here are the 4 questions you *MUST* ask any moving company before hiring them:

1. WHAT KIND OF TRAINING DO YOU GIVE YOUR MOVERS?

Moving professionals are more than just strong arms and backs. High quality moving companies give their crew members extensive training on the right kinds of packing materials for different jobs, effective ways to load a truck to minimize damage to boxes, and rapid loading/unloading the truck.

2. ARE YOU ACCREDITED BY THE BETTER BUSINESS BUREAU?

Moving companies stay in business when they deliver on their promises and provide exceptional service. The Better Business Bureau is an organization committed to customer advocacy and holding companies accountable to fulfilling their promises.

3. ARE YOU INSURED AND BONDED?

We all know that despite best efforts, sometimes things go awry. Things can break or get damaged. You want to make sure that your mover is insured and bonded. This way, if things go wrong, you can feel confident in knowing that you can receive compensation.

4. HOW DO YOU CHARGE FOR A MOVE?

It's not easy to know exactly how much a move is going to cost before it happens. If things come up that aren't anticipated, it's reasonable to expect there may be additional costs. What isn't reasonable is when those costs are added and you were never notified in advance that they may apply. A reputable moving company should be completely transparent and honest when it comes to their pricing.

THANK YOU!

We want to thank you for reading our guide. We hope you found it helpful and informative. Moving isn't just what we do at Moving Team Six, it's our mission.

If you have questions or you'd like to discuss how we could help you with your move, please contact us today.

You'll be glad you did.

At Moving Team Six, we will successfully complete your moving mission.

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