YOUR MOVING PLAN

Addresses, dates and access

Complete this worksheet on screen or print it. Bring it when we discuss your estimate.

1. The move you are planning

Your name

Best phone number

Pickup address

Delivery address

Preferred pickup date or range

Preferred arrival date or range

Which dates are fixed, and where is there flexibility?

2. Getting in and out

Pickup access: stairs, elevator, parking and carry distance

Delivery access: stairs, elevator, parking and carry distance

Keys, building access hours or move-in rules to discuss

Let us know about changes to your route, dates or access before moving day. We will confirm the arrangements with you.

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Rooms, belongings and packing

Use one row for each room or group of belongings. Add another copy of this page if you need more space.

3. Who is packing what?

Room or area	Belongings / boxes / larger pieces	Who will pack?	Unload priority

4. Help and details to discuss

- ☐ Packing selected rooms or belongings
- ☐ Packing more of the home
- ☐ Loading or unloading my truck/container
- ☐ Packing materials and furniture protection
- ☐ Heavy, fragile or unusual belongings
- ☐ Furniture disassembly or assembly

Large, fragile or unusual pieces and the details we should know

Questions, unconfirmed arrangements or storage you have arranged

Keep the belongings you need during the trip separate from the moving load. Use your room names on box labels so the crew knows where things belong.