

OFFICE MOVING CHECKLIST/ TIPS

FOLLOW THIS CHECKLIST FOR A STRESS-FREE EASY MOVE, AFTER ALL
WE ARE EXPERTS AT **MAKING MOVING LOOK EASY**

4 WEEKS BEFORE THE MOVE

- ☐ Get 3-5 written quotes from reputable moving companies in your area and compare them.

Tips:

1. Make sure the company is reputable
2. Read reviews Online
3. Pick a local company to avoid additional costs
4. Ask about coverage, value protection and insurance
5. Request an on-site estimate
6. Beware of extra fees (stairs, piano, heavy items)
7. Read cancellation policies
8. Inquire about when the billing starts (Moment of arrival or from the yard)

- ☐ Book a moving company **Metropolitanmovers.ca**

Why us:

1. Multiple award winner
2. Countless repeat clients
3. Franchise based with multiple locations
4. Covered by worker's safety, cargo and liability policies
5. Years of experience in commercial moving

3 WEEKS BEFORE THE MOVE

- ☐ Downsize! Sort the items in each station, move in only the used items in the office and sort them from those that need to find a new home or office or dumped before starting to pack your business.

Tips:

1. Donate your no longer furniture or office equipment to a charity in your area
2. Sell or give away the no longer needed items by posting them on Facebook, Kijiji, Craig's list etc.

- ☐ Take an inventory of everything you are moving

2 WEEKS BEFORE THE MOVE

- ☐ Purchase moving supplies such as:

1. Boxes
2. Moving bins
3. Wrapping paper
6. Colour stickers / Labeling
7. Ziploc Bags for electronics

- ☐ Start writing out a packing plan leaving the daily used items for last and begin packing items that are least used

1 WEEK BEFORE THE MOVE

- ☐ Start your packing!

Tips:

1. Pick a colour for each room/ office and label all items in the room in that colour. During the moving day advise movers of colour content for each room/office for hassle free unpacking
2. Seal all boxes and label all fragile items
3. Wrap all fragile items in blankets and clothing or wrapping paper
4. Label items you need to access easily
5. Use big boxes for light stuff and small boxes for heavy items like books and or files

Or you could:

- ☐ Pack with us
 1. We will deliver all the supplies needed right to your office door according to your schedule
 2. Plan out an efficient packing and moving schedule
 3. Label and pack all content into appropriate containers
 4. Protect and prepare all content for moving day

MOVING DAY!

- ☐ Unplug all electronics
- ☐ Clear all items from furniture, leaving the movers space to disassemble cubicles, desks and other furniture
- ☐ Sit back and let the movers do all the heavy lifting



**METROPOLITAN
MOVERS**



FOR MORE INFORMATION VISIT
WWW.METROPOLITANMOVERS.CA