

Head office: 4-C, Laxmi Ind. Estate, New Link Road, Andheri (W), Mumbai - 400 053
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PRE MOVE CHECKLIST

1. Pre-moving procedures - Personal Check-List, Pre-packing Check-List
2. On the day of moving
3. Relax you are moving with Packways India.



(1) Pre-Moving Procedures

(i) Your Personal Check-List

For your convenience we have completed a check-list as an aid to you in planning your move.

4 Weeks Before you move, have you:

- Confirmed the removal date?
- Prepared a detailed valuation list for insurance (based on replacement value at destination.)?
- Supplied PACKWAYS INDIA with your new overseas address and temporary address (if any) along with your contact phone nos.?
- Disposed off, which you no longer need?
- Checked passports are valid?

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- Need to transfer bank a/c and funds to your city of destination?
- Notified schools and obtained copies of transcripts or reports?

3 Weeks Before you move, have you:

- Agreed on comprehensive all risk insurance value for your move?
- Cancelled all rental agreements?
- Advised appropriate post office, which sends you regularly mail?
- Sent change of address notice to insurance & credit card co.?
- Checked the contents of your loft?
- Asked for final electricity account (effective till the last day of the packing)?

1 Week Before you move, have you:

- Found marriage certificate, birth certificates & all other important documents?
- Arranged for mail to be forwarded?
- Arranged for your children & pets to be looked after on moving day?
- Advised the newspaper agent & milk man for the final bill?
- Ensured that all bank and other lockers are emptied?
- Ensured that nothing remains at the dry cleaners or repairers?

1 Day Before your move, have you:

- Separate personal items which will travel with you i.e. Keys, documents, passport, certificates, currency, birth & marriage certificates?
- De- frosted the fridge?
- Had fitted carpets professionally loosened, where appropriate?
- Arranged for the carpenter to detach any fixed items as pelmets etc. Or build in furniture?
- Arranged for the electrician to remove any electrical fittings as air conditioners, fans, chandeliers etc.
- Separated and labelled items to be shipped - by sea / air & storage or local?

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- Collected valuable items (jewellery, etc.) From safe deposit boxes? (do not ship them, carry them with you)
- Kept paper plates & cups and plastic utensils on hand?
- Disposed off alcohol, as it can NOT be shipped?

(ii) Pre-Packing Checklist

Packing

It would be helpful if you mark which articles are to be packed and which are to remain, we will supply you with special stickers for this purpose. Also, be sure to put to one side all personal documents that should travel with you or will be required prior to arrival of your shipment.

Fixed items

Please arrange to detach any fixed such as pelmets towel rods or built in furniture in advance of your moving dates.

Carpets

Fitted carpets should professionally loosen before our packers arrive.

Insurance

Allow ample time to assess the valuation of your shipment. To ensure adequate cover, value should be based upon the replacement value at destination.

If you have items of high value, we can arrange:

- Photography service for insurance purpose.
- Professional appraisal service carried out by expert valuers.

General

Please check that all bottle tops, caps and containers are secure. Items such gas cylinders, methylated spirits, cellulose paints, fuel containers, and any other inflammable or explosive items should not be packed or shipped. Ensure that all perishable foodstuffs are disposed of.

Storage

Should you require storage facilities for short or long term periods (or should your shipment be stored in transit), you may be assured that our warehouse is safe and secure with 24 hour uniformed security guards and the warehouse is fully insured (but it is recommended to have a separate policy for your effects).

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(2) On The Day Of The Move

Walk through your home with the supervisor to give him an overview of what is to be done. Be sure that he is aware of any special needs or instructions. Remember to keep keys, passport, etc. to one side.

Call Packways India should you have any questions during the packing which the supervisor cannot answer.

Advice the supervisor of any items which you will required immediately at destination so that they can load them last (if appropriate).

After packing is completed and before our packing team has departed, walk through your home to ensure nothing has been missed. Ensure that you sign the packing inventory and retain one list for yourself.

(3) Relax you are moving with Packways India

Moving can be very friendly and hassle free if handled by the right professionals. With this attitude "PACKWAYS INDIA" was established in 1974. A family business, third generation, expanding nationwide and worldwide on the basis of its quality and punctuality and experience gained over the years.



We understand that every customer is different and have their relocation needs. Our highly trained, motivated and skilful staff, works as a cohesive team to apprehend your requirements and formulate relocation solutions. Thereby, showcasing our dependability and reliability to work, towards your satisfaction and ensuring you, with an incomparable service, to provide safe and smooth relocation process.

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