

AVALON

Moving Systems

Commercial Move Planning Guide

Stress Free Moving!



There's so much to do to prepare for a commercial move! Plan the new space (floor plan, workstations, etc.), pack strategically for safe transport; label clearly and accurately; and discard years of clutter.

Avalon Moving Systems offers some simple guidelines for your move coordinator in the following below. This information is meant to help with packing, labeling and planning the move. We also handle disposal of things you no longer want. Please note: Avalon understands the time and effort involved in following these suggestions, but if these instructions are followed, it will help to ensure that your move is completed in a smooth, timely, and efficient manner, which means less cost.

Planning Meeting

A well-executed and efficient move depends upon preparation and organization. Please feel free to share this handout with all concerned.

Who Will Do The Packing?

Professional Packing & Unpacking

Avalon Moving Systems offers complete professional packing & unpacking services. Ask your relocation consultant for a quote to pack and label all of your things.

Packing Yourself

If you choose to pack all items yourself, instructions on the following pages should help to reduce unnecessary delays and make the packing and moving process as smooth and efficient as possible.

Moving Materials

Avalon Moving Systems can provide you with a variety of moving materials. Be sure to order materials in advance to allow time to be fully prepared before the moving crew arrives. Materials will be delivered from our office to yours.

Environmentally Friendly Plastic Rental Crates

Plastic rental crates are rented by the week and cost much less than cardboard boxes - and they are recyclable. Avalon Moving Systems drops them off a few days before your move and picks them up a few days after for free. Avalon Moving Systems can supply you with an unlimited number of these rental crates.

Two Weeks Ahead

1. Reserve the elevator in your building, if necessary. Elevators often need to be reserved through building management. Make sure that you have reserved an elevator before the day of your move. Please alert our office of any time restrictions with regards to elevator usage.
2. Parking Permits. If you require any parking permits, let your relocation consultant know as soon as possible. Signs should be posted 2-3 days before the move. If any parking fines are incurred during the move, they will be added to your bill.
3. Certificates of Insurance. Avalon Moving Systems can fax Certificates of Insurance to the property managers. You are responsible to check with the property managers at both locations to see if they are required. Email or call your relocation consultant with the exact name, address, phone & fax number(s) of the Certificate Holder(s) and it will be faxed directly to them.
4. Contractors. If renovations to your new office are not completed by the time you are ready to move in, be sure to coordinate with your contractor to clear access for our movers. Remove all dumpsters and excess waste from loading zones.
5. Cubicles/Workstations. If your move involves having Avalon Moving Systems break down & reassemble cubicles, our relocation consultant will discuss and plan this with you. We use a 3rd party office installer who specializes in cubicles. We suggest cubicles are broken down, moved & reassembled at the new location first. Electrical, telephone & internet cable vendors can wire the cubicles prior to Avalon Moving Systems moving your things into them.
6. Valuation. By law, movers' liability is limited to \$.60 (sixty cents) per pound, per article. This \$.60/lb/article is included in our estimate. Additional Coverage is available, please ask Avalon Moving Systems representative.

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Packing Tips

1. Label crates/boxes carefully. Fill in label information following the system below or one of your own. If you pack a fragile item into a box, please mark the box accordingly. You should pack similar items together.

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FLOOR	ROOM	PIECE

2. If you do not use our plastic rental crates, use sturdy boxes. If you pack items in used boxes, select only boxes that are strong and uniform in size and shape. Cross out old markings. Do not use boxes that will not withstand stacking.
3. Tape both the top and bottom of each box with at least two strips across the seam. Always use plastic packing tape.

Labeling Your Office

If you are packing yourself, properly labeling your office items is a very important step in preparing for your move. If you have any questions, contact your Moving Consultant for assistance. We suggest a simple and effective labeling system to eliminate wasted time/confusion during the move. You will label each room and article right down to the file drawers so the crew can put everything in its proper place without question.

1. Each room or workstation is given a NUMBER (1, 2, 3, and so forth). Use the example Room Number sheet on page 6 or something similar. Attach it to each room/workstation so it can be clearly seen by the moving crew.
2. Each piece of furniture is given a LETTER (A, B, C,...). Place labels (provided by Avalon Moving Systems) on each piece of furniture, file drawer and crate/box.
3. Create a "MAP" of the new room, office, or workstation to show where each piece of furniture should be placed. Page 7 is a room template you duplicate and distribute to your employees. They can draw an appropriate room map. Alternatively, our crew can be instructed to put each employee's things into the middle of the room/workstation area. Offices with large pieces of furniture need a map.
4. Labeling file drawer crates/boxes: Each drawer crate/box is given a number (1,2,3...). Example: For a 4-drawer file cabinet A, the crate/box packed with the contents of the top/1st drawer is number 1 so the label will read A1 The crate/box with for the 2nd from the top is labeled A2, the 3rd drawer would be A3, the 4th A4 and so on. Here is the label for the 1st drawer:
5. Labels must be easily visible so the movers can quickly identify and direct articles to their new location. Always place labels on the SIDES of plastic rental crates. They are stacked on dollies to be moved and labels placed on top cannot be seen. The same is true if you use cardboard boxes. See labeling guide on page 8 for placement positions for a variety of items.
6. Avalon Moving Systems advises against placing labels on fine furniture with polished surfaces. In this or other special cases, we will gladly recommend alternatives. We further recommend removing labels immediately after the move. Stubborn labels can usually be removed with warm water and soap.

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FLOOR	ROOM	PIECE
2	6	A1

Preparing Your Office Desks

All contents must be packed. This includes current working papers, letter trays, books, other desktop items and personal items. Put loose paperclips, pencils, and other miscellaneous items into envelopes, seal them, and pack them in a crate/box.

Keys

Most offices have a number of different keys. You may want to inventory the keys. Some move coordinators collect keys in well-marked envelopes so none are lost during the move. If desks and file cabinets are going to be moved with the drawers locked, be sure to set up a method for managing their keys. We want you to be able to unlock everything in your new location. Keys are often lost during a move and duplicates have to be ordered which adds cost.

Computers

Avalon Moving Systems uses specially designed computer carts to transport PCs. Prior to the day of the move, you should copy all of your files onto disks in the event that there is a delay in getting your network computer functioning at the new office. Each employee should be made responsible for disconnecting and labeling terminals, cables and cords. Please neaten all cords with tape or twist ties.

Phones

Disconnect phone lines and pack all phones, making sure the box is clearly marked so that you can unpack your phones immediately at the new location.

File Cabinets:

- Vertical Files: We advise our clients to empty all file cabinets. In some cases vertical files are moved with the contents inside. We ask for a waiver from the client for damage to the filing cabinets if they are to be moved full. The risk of damage depends on the loading/unloading situation and the quality of the cabinets. Please ask your relocation consultant about your file cabinets. If you decide to move them with the contents inside, give your relocation consultant the signed waiver. We advise you to tighten the internal drawer plate in each drawer and to lock them.
- Lateral Files: We advise our clients to empty all lateral file cabinets. Keys should be placed in an envelope, labeled, and taped to the piece in clear view or in the hands of the move coordinator.

Supply or Storage Cabinets

All contents should be packed in plastic crates or boxes. Keys should be placed in an envelope, labeled, and taped to the piece in clear view.

Bookcases

All contents must be removed and packed in crates/boxes.

Pictures, Maps and Bulletin Boards

Remove these items from the wall. Label each piece according to the labeling instructions above; then place them back-to-back in a carton. If an item does not fit in a carton, lean it against a wall and our moving crew will take care of it on move day. Consolidate small pictures into a plastic crate/box. These items should be protected with packing paper or bubble wrap.

Flat Files

Avalon Moving Systems Relocation Service is not responsible for items left inside the drawers of a flat file. We suggest placing the contents (blueprints, maps, etc.) in cardboard tubes or flattened mirror cartons. Due to the size of these cabinets, it is often necessary to turn them on their side during the moving process.

Office Equipment

Copiers, fax machines, computers, phones, vending machines, and water fountains should be disconnected, emptied and serviced prior to the moving crew's arrival. The individual responsible for coordinating the move should contact the companies that supplied these items to obtain any special handling instructions. (All equipment containing liquid must be drained prior to the move.) Color copiers must be specially handled by warranty provider.

Plants (Live or Artificial)

We will move plants, but Avalon Moving Systems cannot be responsible for the survival of the plants.

Miscellaneous

Delivery Service

Avalon Moving Systems offers a free plastic rental crate & box delivery service. All charges for materials will be collected on the day of the move. Unused plastic rental crates/boxes returned on the day of the move will be deducted from your final bill.

Labor Charges

Both moving and packing charges begin and end at our warehouse. Moving and packing rates are charged by the hour, and pro-rated to the quarter hour.

Interstate Moves

Interstate moves are regulated by The Department of Transportation, The Federal Highway Administration and The American Moving & Storage Association. Avalon Moving Systems uses the published 400-N tariff rates as the basis for interstate moves. However, we offer generous discounts off the published rates. The actual weight of your shipment will be determined by weighing the truck before and after the pick up at a government certified weight and a weight certificate will be attached to your invoice.

Binding Estimate: guaranteed after our inventory of your office. A binding estimate is a price you can depend upon.

Payment For The Move

At the completion of your move, you will be expected to pay the move supervisor unless you have made billing arrangements with your relocation consultant. All charges are payable by cash, company check, American Express, MasterCard or Visa. If a purchase order is required, please provide it to your relocation consultant.

Customer Service

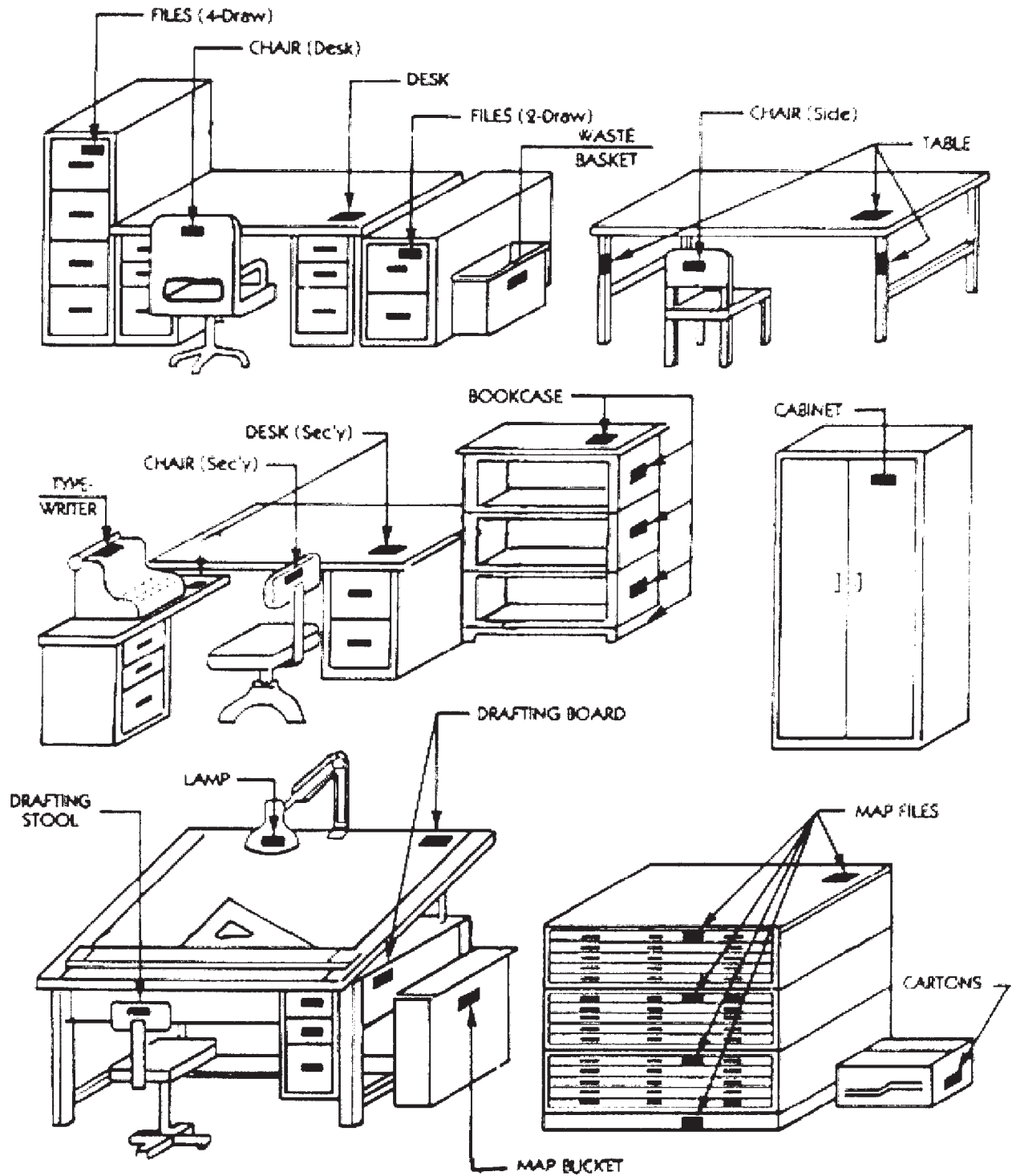
Should you have a problem with any aspect of your move, please call locally 602-248-8225 or long distance at 1-800-399-7160



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www.AvalonMovingSystems.com

Label Location Indicator



Room #

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Room # _____

