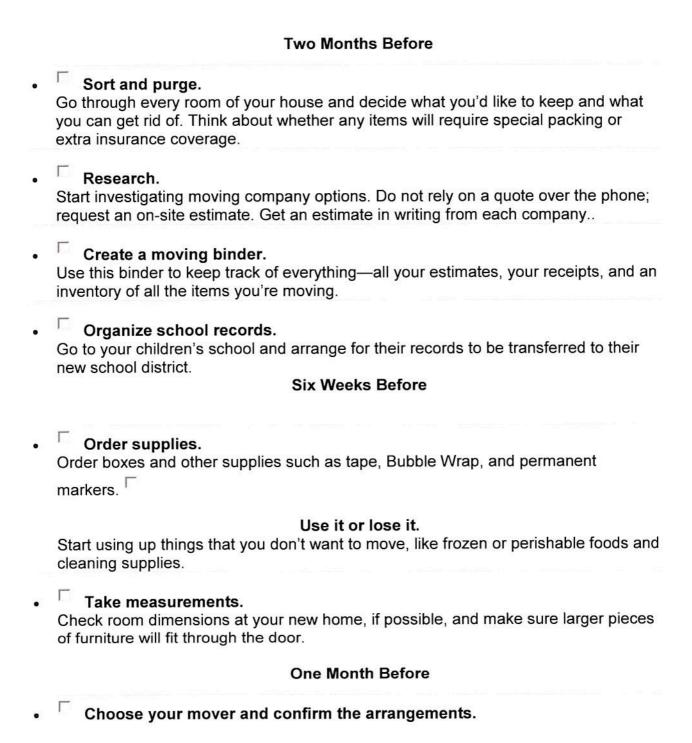


CHECK LIST FOR MOVING DAY



	Select a company and get written confirmation of your moving date, costs, and other details.		
•	Begin packing.		
	Start packing the things that you use most infrequently. While packing, note items of special value that might require additional insurance from your moving company. Make sure to declare, in writing, any items such as a computer.		
•	Label.		
	Clearly label and number each box with its contents and the room it's destined for. This will help you to keep an inventory of your belongings. Pack and label "essentials" boxes of items you'll need right away.		
•	Separate valuables.		
	Add items such as jewelry and important files to a safe box that you'll personally transport to your new home. Make sure to put the mover's estimate in this box. You'll need it for reference on moving day.		
	Do a change of address.		
	Go to your local post office and fill out a change-of-address form, or do it online. But in case there are stragglers, it's always wise to ask a close neighbour to look out for		
	mail after you've moved. Check in with him or her two weeks after the move, and again two weeks after that.		
•	Notify important parties.		
	Alert the following of your move: banks, insurance companies, your employer's human resources department, magazine and newspapers you subscribe to, and credit card, and utility companies.		
	Forward medical records.		
	Arrange for medical records to be sent to any new health-care providers or obtain copies of them yourself. Ask for referrals.		
Two Weeks Before			
•	Arrange to be off from work on moving day. Notify your office that you plan to supervise the move and therefore need the day off.		
	Contact the moving company.		
	Reconfirm the arrangements. One Week Before		
•	Refill prescriptions. Stock up on prescriptions you'll need during the next couple of weeks.		
•	Pack your suitcases.		
	Aim to finish your general packing a few days before your moving date. Then pack suitcases for everyone in the family with enough clothes to wear for a few days.		

A Few Days Before

•	Defrost the freezer. If your refrigerator is moving with you, make sure to empty, clean, and defrost it at least 24 hours before moving day.
•	Double-check the details. Reconfirm the moving company's arrival time and other specifics and make sure you have prepared exact, written directions to your new home for the staff. Include contact information, such as your mobile phone number.
•	Plan for the payment. If you haven't already arranged to pay your mover with a credit card, arrang if will accept cheque or prefer cash for payment and tip. Don't forget that refreshments are always appreciated.
Moving Day	
•	Verify. Make sure that the moving van that shows up is from the company you hired: The name of company and number should match the number on the estimate you were given.
Take inventory.	
	Before the movers leave, check and sign the inventory list and keep a copy.