



Moving Computer Equipment, Antiques, & Plants



Important things to know and understand to help make
your move simpler and easier.



Simplify Your Move

Packing & Moving Tips - Computer Equipment

Moving Computer Equipment

Your home computer represents an investment, whether you use it to plan your family's budget, file recipes, communicate with your family and friends or simply enjoy games. Naturally, you want to safeguard it from damage. With careful planning and proper packing, your computer can be transported safely when you relocate.

Before the Move:

If you do not have an exact record of the cost of your computer (including any accessories), you may want to obtain a current retail cost of your complete system prior to the move. If you desire full-value replacement cost protection, *Move It Now* offers optional coverage against loss or damage.

Packing:

Your moving company is best qualified to properly pack your home computer. If you choose to pack it yourself, your computer should be placed in its original carton and packing material when possible.

If you have discarded the original packaging: Choose a sturdy box large enough to allow you to surround the computer with packing material. Crumpled, unprinted newsprint and plastic bubble wrap are the best packing materials. They will serve as a protective cushion and can be purchased from your local moving company.

The central processing unit (CPU) should be handled with extreme care. This unit is especially sensitive to jarring. Again, use a box large enough to accommodate the CPU and plenty of packing material on all sides. These precautionary steps also should be taken when handling an external disk drive.

The disks that contain your programming and stored data should be moved with you. They are sensitive to heat and cold, and warping could occur with extreme temperatures that can build up inside a moving van. As a precaution, you may choose to duplicate important files stored on disks and your computer's hard drive onto backup disks. Place them in a different box or take them with you.

Laser or Ink Jet Printer:

Remove the toner and any ink cartridges, and carry the cartridges with you if your move occurs during hot weather. For other types of printers, the printer head should be secured – preferably with the original cardboard or plastic parts – to prevent it from shifting. Be sure to refer to the owner's manual for preparations specific to your printer model.

Other Computer Components:

The keyboard, monitor, etc place crumpled, unprinted newsprint in the bottom of a box and pack the items as you would other computer components. Also, be sure not to pack any external speakers with the CPU as close proximity can cause your hard drive to be erased.

For additional instructions on packing monitors, please refer to your owner's manual.

At Delivery:

Carefully check and mark off the inventory when your shipment is delivered. Allow the computer to reach room temperature before attempting to use it. If it has been particularly cold, watch for condensation, as moisture also can cause damage.



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Simplify Your Move

Packing & Moving Tips - Antiques

Moving Antiques

Your antiques are prized and valuable possessions. Naturally, you want to protect them from any possible damage and take extra care to ensure their safe transport. Here are some of the steps you can take to guard fragile items against harm and properly prepare them for moving.

Before the Move:

Any item of extraordinary value should be appraised by a qualified person. Obtaining an appraisal also may be necessary to verify the value of your personal property for the transfer of your home owner's insurance policy.

Finding an appraiser; a recommendation from an insurance agent, attorney, or bank official. Internet search or phone directory under "appraisers." You can request the Directory of Certified Professional Personal Property Appraisers, which is a state-by-state referral list.

American Society of Appraisers
P.O. Box 17625
Washington, D.C. 20041,
800-ASA- VALU (800-272-8258)
www.appraisers.org

In addition to obtaining an appraisal, make sure you have an inventory list with photographs or video of your antiques. At the time of the moving cost estimate, be sure to let us know which are the fragile/high-value items such as grandfather clocks, silver/china sets, so arrangements for crating or special packing can be made.

Protection Plans

Move It Now takes pride in moving your items without damage, but occasionally accidents can happen. That's why we offer limited liability insurance FREE with every move.

Items of "Extraordinary Value":

For items worth more than \$100 per pound, we may need you to complete our High-Value Inventory Form and document any signatures, serial numbers, or manufacture marks. In addition, you may want to consider purchasing additional protection coverage.

Cleaning:

Before your belongings are packed, any special cleaning should be performed. If you are uncertain about the care of a particular antique piece, a local historical society or antique dealer should have helpful hints.

Moving Day

It is very important that you or an appointed representative be present on packing and moving days to identify items needing special handling and to answer any questions *Move It Now* might have. Most large, heavy pieces of furniture will be wrapped in thick pads and firmly secured inside the moving truck to avoid shifting while in transit.

Upon Delivery

When you reach your destination, carefully check the inventory of your household goods and antiques before signing for receipt. Any servicing or reassembly that was arranged by Move It Now will be performed.

Servicing Arrangement

Move It Now can arrange the servicing required for specialty items. This is an additional service which will be added to the invoice as an additional cost.



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Packing & Moving Tips - Plants

Moving Houseplants

Sometimes one of the toughest decisions to make when you are moving is what to do with your houseplants. You must realize it's possible that not all houseplants will withstand a move in spite of every precaution. We recommend that whenever possible you:

Give your houseplants to local friends or family member.

Donate them to a local hospital, nursing home, local business, library, etc.

Sell them in your pre-move garage sale, if applicable.

If you decide to keep your houseplants, just like your other items to be moved, a little bit of pre-planning will help ensure moving is less stressful for you and the plants.

Decide whether to take every plant, only your favorites, or just a cutting to start new plants in your new home.

Trim back any dead leaves and if possible trim back any parts of the houseplants that may become easily broken or tangled with other items.

Research and make any arrangements for state inspection.

Research to determine when to start preparing the plants for move and if there are any specific steps needed.

As part of Move It Now's policy we generally prefer that houseplants are moved by you, but understand that sometimes that isn't feasible. Talk with the your friendly *Move It Now* movers so we can determine how to get them to your new home safely.

SAVE TIME! SAVE THE EFFORT!

Move It Now Packing Service - Not everyone wants to, has the time to, or is able to pack up all of their belongings. We can pack up a few boxes or everything in your entire residence!



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Simplify Your Move

Thank You for Choosing Move It Now



"I will personally make sure your move is the best experience you can have. Our professional moving crews are well trained and courteous, and will care for your belongings as if they were their own."

Our mission is to simplify your move and to provide superior customer service during your relocation process." – Ken Slama, Move It Now



Our customers would gladly recommend Move It Now to their family and friends or use us for their next move!



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