



## 1 day prior

- Pack a box of crucial items you'll need as soon as you arrive at your new home. Take this box with you, or have your Piece by Piece driver load it last and unload it first.
- If enlisting Piece by Piece's packing services, this is typically the day packing is done; verify all packing services have been performed before signing for them at the end of the day.
- If packing yourself, make sure that all household items that can fit in a box are properly packed and ready to move.
- If moving your refrigerator, make sure it has been defrosted, cleaned, and dried to prevent leaking on truck.
- If moving air conditioners, shut off the day before so the coils can dry and cool off. Remove, clean, or replace the filter.
- Unplug and disconnect all electronics to be moved. Allowing them to cool down gradually will prevent condensation from building in the units and reduce risk of electronic malfunction when reconnecting.
- Check the condition of your furniture and take pictures for reference.

## Moving out

- Your Piece by Piece crew will begin the day by performing a walk-through. Please detail any items that crew should not pack/ will not be moving.
- Your crew chief will present you with the Bill of Lading (contract) for the move. Please have your valuation option selected at this time.
- Your crew will expertly pack any remaining boxes, prepare your furniture, and load the truck(s).
- Have a cooler handy to transport any perishables
- Have a box ready for bed linens, pillows, and blankets. Label it clearly so it will be accessible and distinguishable later that night
- Piece by Piece will supply hanging wardrobe boxes for all clothes on hangers. You may pack these wardrobes while the crew does the heavy lifting.
- After the load, take a final tour of your home/property and verify that nothing has been overlooked.
- Lock all doors and windows and turn off all switches.

## Moving in

- Upon arrival at the new house, your crew will complete another walk-through. Make sure you have determined the placement of all furniture in each room.
- Throughout the offload, please be available to instruct the crew on placement of furniture and boxes within the new house as these pieces come off the truck(s). Your guidance will ensure no time is wasted.
- After all items are placed in the new home, perform one final walk-through with crew. They will be happy to rearrange furniture, boxes, and assist with most general tasks that may help ease your transition.
- Payment will be collected at the completion of the day on local moves.
- On all multiple day local moves, payment is collected at the completion of each move day.
- Payment will be collected upon arrival -and prior to delivery- on all interstate moves.