

# Household Move Guide



**Ascent  
Moving  
Services**

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# Your Moving Checklist

The moving process can seem overwhelming when you first get started. Ascent Movers wants to help you with that. We have compiled a weekly breakdown of events that you may find helpful in planning and executing on your move. Please read over the following information and feel free to call on us if there is anything we can do to assist you further.

## Three to Six Weeks before Move:

This is the time that you should be working with your mover.

- ⇒ Call Ascent Movers and schedule your survey with estimate. This process is important for both you and your mover. Having a complete list of what items are being moved and from where they need to be moved will give both you and your mover a full understanding of manpower needed, costs involved, and materials required.
- ⇒ Show the moving specialist everything that needs to be moved. Any items that are added later will increase your cost, even with a fixed price estimate.
- ⇒ For Corporate Relocations, make sure that you are familiar with your company's policies on what they will and will not cover. The mover will only provide the services that are covered by your employer's policy. If extra services are needed, discuss those with your mover on site and those services can be provided through an independent agreement.

Begin notification of the following:

UtilityCompanies	Professionals
<ul style="list-style-type: none"> <li>•Electric Company</li> <li>•GasCompany</li> <li>•PhoneCompany</li> <li>•WaterCompany</li> <li>•TrashCollection Company</li> <li>•SewerCompany</li> <li>•CableCompany</li> <li>•Propane Company</li> </ul>	<ul style="list-style-type: none"> <li>•Doctor</li> <li>•Dentist</li> <li>•Pharmacist</li> <li>•Landscaper</li> <li>•Attorney</li> <li>•CPA/Accountant</li> <li>•InsuranceAgent</li> <li>•Broker</li> </ul>
Publications	GovernmentOffices

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<ul style="list-style-type: none"> <li>•Newspapers</li> <li>•Magazines</li> <li>•Newsletters</li> <li>•Professional Journals</li> <li>•BookClubs</li> <li>•MusicClubs</li> </ul>	<ul style="list-style-type: none"> <li>•Department of Motor Vehicles</li> <li>•Social Security Office</li> <li>•IRS/State Tax Office</li> <li>•Veterans Administration</li> <li>•City/County Tax Assessor</li> </ul>
<b>Personal Business Accounts</b>	
<ul style="list-style-type: none"> <li>•Health Clubs</li> <li>•Credit Card Companies</li> <li>•Banks</li> <li>•Finance/Loan Companies</li> </ul>	

- ⇒ Prepare to get rid of items that are no longer wanted or needed. Have a garage sale or donate the items to the charity of your choice.
- ⇒ Begin to eliminate canned goods and frozen foods. The idea here is to use everything you have before packing day. Packing canned goods is unnecessary and expensive and frozen foods will not be moved by your movers.

### Two Weeks before Move:

- ⇒ Get in touch with your mover and let them know about any changes in your moving plans. Make sure to arrange any details with your mover if a car is being moved as well. Ensure that the correct destination address is on file with your mover.
- ⇒ Properly dispose of any flammable materials. Cleaning fluids, fireworks, aerosol cans, ammunition, propane, etc. Drain all gasoline from your lawn equipment. Discard any paint cans, oil cans, thinner, etc.
- ⇒ Call a service man to prepare all of your major appliances for move day.
- ⇒ Contact all of your utility companies in preparation for move day.
- ⇒ Contact your insurance agent and make sure that current appraisals are on file for all of your insured valuables.
- ⇒ Have rugs, drapes, etc. cleaned and leave them wrapped up when they are returned from the cleaner. This protects the items during move.
- ⇒ Do not oil or wax your wood furniture and do not clean any upholstery. Mold can grow inside furniture when it is damp. Oil and wax on wooden furniture can make it hard to handle and result in a softening of your wood which makes it easier to damage.

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- ⇒ Prepare your family for the move. Visit local favorite spots, have a going away event at your home or favorite spot with friends and family, enjoy yourselves. The next couple of weeks will be busy for all of you.

### **One Week before Move:**

- ⇒ Decide what you want to do with houseplants. You can either move them yourself or you can give them as gifts to friends or family. If you decide to move them yourself and you are moving out of state, make sure that you understand what the rules and regulations are regarding transport of houseplants across state lines.
- ⇒ Take your pets to the vet and make sure that all of their shots are up to date. Carry all appropriate documentation with you and your pets on move day. Ensure that rabies tags are attached to your pet's collars along with contact information in the event your pet gets away from you in unfamiliar surroundings.
- ⇒ Get all of your items back from the cleaners or from storage. Return all library books or rented movies. Return items you have borrowed and collect items that have been borrowed. Get items from safety deposit boxes and close accounts. Prepare to transport these items to your new bank. Call ahead and find out what you need to do to get these items back in safety deposit as soon as possible.

### **Day before Move:**

- ⇒ Place all items you do not want packed in a designated location inside your home. When the movers arrive make sure to let them know about the items so they will not accidentally get packed.
- ⇒ Unplug all electronic items 24 hours in advance so they will be at room temperature on move day.
- ⇒ Check all closets, cabinets, and storage areas to ensure all articles are packed.
- ⇒ Be on hand to make sure that service personnel prepare your appliances appropriately for move day. It is your job to make sure that these items are ready for packing and moving at your expense. If there is not proof of the item being serviced then the movers may pack the item but it will be marked as not serviced so there is no liability if the item does not work appropriately when the item is hooked up at the new location.

### **Moving Day:**

The big day has finally arrived and it is time to put all of your planning into action. The movers should be arriving at the designated time, unless other arrangements have been made with you in advance. The items that you plan to move yourself have been separated from the rest of the items in the house and

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may already be loaded in your personal travel vehicle of choice. All service requiring items have been serviced and all electronics disconnected at least 24 hours in advance. All household plants have been either packed in your personal vehicle or given to family and friends. All utilities are scheduled for disconnection, all bank required activities have been conducted, all pets are properly documented and vaccinated, and the movers are ready to load the truck.

- ⇒ It is your job to make sure that all of your items are loaded on the moving truck. Make sure that you stay on the property to ensure that nothing is left when the movers are ready to leave. When the movers have indicated that they are finished, make a final tour of the house to ensure that everything is packed. When satisfied, sign the inventory list that the movers have for you. Make sure that you receive a copy of the inventory check list and keep it with you to assist you in the unloading check process.
- ⇒ Make sure that the movers have the exact destination address to avoid any confusion. Be sure that the driver has a contact number for you so that contact can be made if there are questions and contact with you can be made when delivery is ready.
- ⇒ Make sure that you are available by phone all day on moving day. Make sure that the phone number that you are available at is the one that the movers have.
- ⇒ When the movers are done and you have signed off on the inventory, take a look around your house and make sure that your water is turned off, your furnace is turned off, all lights are turned off, and all of the windows and doors are shut and locked.

### **In Conclusion:**

We realize that moving is hectic and that the process can seem overwhelming. When you reach this point you can take a collective breath of relief knowing that one half of the process has been complete. We are very happy that you have chosen us and trusted us to assist you in this process. Please call on us if there is anything that we can do to make the moving process easier. If you have questions or concerns please call on your moving specialist for assistance.

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# Conducting a Household Inventory

One good thing about moving is that you have a golden opportunity to get a current Household Inventory together. This inventory serves many purposes including assisting you in checking to ensure that all of your belongings arrive at the new location.

1. Get all of your critical documents together and have copies made. Pack the copies to arrive at your new location and keep all originals with you on move day. Critical documents are things like:
  1. Birth Certificates
  2. Marriage Licenses
  3. Social Security Cards
  4. Wills
  5. Insurance Policies
  6. Deeds
  7. Titles
  8. Stock Certificates
  9. Bonds
2. Make a record of your belongings. You can do this with a video camera, a digital camera, or a regular camera. You should also make an audio inventory of your belongings. If a camera is not available to you or if you are not able to make an audio recording, make a good list.
  1. Record how much you paid for an item (when possible include the receipts of purchase) and where it was purchased.
  2. Record the serial numbers and brand names for any electronics.
  3. Record any distinct features regarding the items being recorded.
  4. Record when the item was purchased.
3. Record expensive pieces of clothing, kitchen items, tools, and anything else of value.
4. When complete, make copies of your inventory and give copies to your insurance agent. This inventory can be used in the event of a fire or other disaster. Serial numbers, values, where they were purchased, and photos of said items can help you in the event of a recovery need.
5. Make a copy and give it to a friend or relative in case you lose the original. You should keep the original copy with you on moving day.

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# Household Move Budget

Moving can be an expensive undertaking. There are considerations other than just your moving company costs. How many things you have to do, the amount of stuff you need to move, and how far you have to move are just a few of the things that you should take into consideration. Ascent Movers, Inc. wants to help you understand some of the things that should be taken into consideration when establishing a budget for your move. Use the information below to assist you in setting up your budget.

Call service providers and get estimates for things that will have to be done. List these expenses below.

## 1. Housing Expenses

ITEM	CHARGE
HomeRepairs Required	
CleaningServices/ Supplies	
RentalCosts(New Location)	
ApplicationFees	
UtilityDeposits	
SecurityDeposits	
PetDeposits	
RentRequired	
StorageRequired	
TOTAL	

## 2. Moving

ITEM	CHARGE
MovingSupplies	
Professional Movers	
Additional Insurance	

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ExtraServices(Like applianceprep, etc.)	
Incidentals(Have anextrapotof moneyfor unplanned expenses)	
MovingTruck(If doingityourself)	
MovingHelp(If doingityourself)	
<b>TOTAL</b>	

### 3. Moving Travel

<b>ITEM</b>	<b>CHARGE</b>
GasAllowance	
CarServicePrior ToMove	
AirlineTickets	
Tolls	
Meals	
Hotel	
<b>TOTAL</b>	

### 4. Final Utility Bills

<b>ITEM</b>	<b>CHARGE</b>
ElectricBill	
CableBill	
GasBill	
PhoneBill	
InternetService ProviderBill	
CellPhoneBill	
GarbageBill	

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GymMembership	
<b>TOTAL</b>	

#### 5. Other Items

<b>ITEM</b>	<b>CHARGE</b>
<b>TOTAL</b>	

It is not unusual for a person needing to move to not have all of the money saved that they need. You should start saving as soon as you can. There are other potential sources for money that can be used for moving. Some ideas are listed below:

1. Have a sale of all of the items that you do not want to move. Use the money you raise towards the cost of your move.
2. The deposits that you have placed for utilities or current rental units. Go back over leases to determine what you need to do to recover your deposit and the time frame in which you can expect to receive your deposit back. Call your utility companies and see what their policies are. They may apply the deposit to the final bill.
3. Your employer may be willing to pay you for vacation time not used. Ask your employer what additional funds may be available for your unused days.

Where possible, you should use money saving techniques. This can be everything from using family to assist you in pet sitting or baby sitting while you move (saving you on the expense of sitters) to using volunteers to assist you in cleaning instead of hiring a cleaning service. Talk to your Ascent Movers, Inc. moving specialist. Ask them if there are options you can use to save money on the cost of the move. Choosing a different move day may be a good way to take advantage of cost savings. Moving on a typically slower day may help you save money and assist Ascent Movers, Inc. to optimize their work force

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# Self-Packing Tips

If you choose to pack yourself, there are things that you should be aware of. Good packing is essential to a successful move. Becoming familiar with basic packing tips and the boxes that will assist you in being successful will ensure that your possessions are protected.

## Packing Basics:

- ⇒ Your boxes should weigh less than 50 pounds to make moving easier. Limit the heavy items to smaller boxes and fill your larger boxes with light items.
- ⇒ Make sure that your breakable items are wrapped to ensure that they can not be broken during the move. Bubble wrap is a good method to use for these items.
- ⇒ Ensure that there is not a lot of extra space in your boxes. This is important to ensure that your items do not shift during the move.
- ⇒ Use boxes that are sturdy and have the ability to close and be secured.
- ⇒ Make sure that all boxes are labeled and that the items in each box are specific to a certain room in the home. This makes unpacking easier for you.

## Tips for Starting Your Packing:

- ⇒ Begin by packing items in the house that you are not using. Things that you use daily should be packed last. This is also a good time to eliminate items from your home that have not been used in a long time.
- ⇒ Empty all heavy items from your drawers along with items that may spill during your move. Light items may remain in your drawers and can be moved in the drawers on moving day.
- ⇒ Pack all like items together. For example, if you are packing your curtains pack the rods and the rod fasteners with the curtains so that they can be easily reassembled at the new location.
- ⇒ You will need a lot of crushed paper. Layer the bottom of boxes with crushed paper so that you have padding for your items. When a box is full, fill in the empty spaces with crushed paper to avoid the shifting of your valuables during a move.
- ⇒ Wrap your items in paper. For fine china and other delicate items, use double wrapping to ensure that your items are protected.
- ⇒ When packing boxes, load the heaviest items for that box on the bottom of the box. The lightest items should always be on the top of the box.
- ⇒ Pack your finest items in small boxes and then combine those into a larger box. Again, make sure that you use crushed paper to cushion between the boxes.

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- ⇒ All of your delicate items will need extra cushioning and extra wrapping. When you think you have wrapped it enough, add another layer of wrapping just to be sure. These are the items in the most jeopardy during a move.
- ⇒ Do not overload boxes. Pick the right size box for the items that you are packing in it and remember that boxes should not weigh more than 50 pounds.
- ⇒ Whenever possible pack items in their original boxes. Remember that these boxes were made to fit the items that they originally carried. Again, remember to cushion these items if you do not have the original material that the items came packed in.
- ⇒ Do not seal your boxes until your moving consultant has had an opportunity to evaluate the packing on move day. If we are to be responsible for your precious items, it is critical that we make sure that the items are packed in such a way that they are as safe as they can be.
- ⇒ Label all boxes. Put the name of the room that they belong in, list the contents on the box, put your name on each box. When you get to your new home tape the name of the person that will be living in each room on the door of the room. This enables us to unload boxes to the appropriate person's space, thereby helping you unpack more efficiently. Mark the most important boxes that need to be unpacked first in a special way so that you will know them.

## Packing Special Items

### Fragile Items

#### Electronics

- ⇒ When possible, pack these items in their original boxes. If you do not have the boxes, contact a local electronic store and inquire about obtaining original boxes from them.
- ⇒ If you do not have original packing material we strongly suggest you allow us to pack these items for you. Electronics add a special wrinkle to your self packing project and we recommend investing the money it takes to ensure that these items are moved without damage. Packing these items yourself could result in damage during the move which could cost significantly more than hiring us to pack these items.

#### Figurines & Collectibles

- ⇒ Wrap all items in soft paper first and then wrap in newspaper or magazines. Make sure to include a lot of crushed paper

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around the items. This will reduce shifting during the move and do more to protect these fragile items.

- ⇒ Mirrors, plaques, wall art can be wrapped in towels or blankets to add extra protection during the move. Glass is especially protected by towels or blankets. Place the items on the edge inside a box. Do not place on a corner or at an angle.

## China & Glassware

- ⇒ Dish packs are essential in ensuring that your China is protected. You can get dish packs from Ascent Movers. These dish packs are specifically designed to protect your China and unless you have similar boxes, do not pack these items yourself. The money that you can save packing your own China is not equal to the loss if they are not packed correctly.
- ⇒ Wrap each item individually and then double wrap them in newspaper. Start from a corner, wrap the item diagonally and continue to tuck in the overlapping edges. Make sure to use a lot of padding in extra paper as China requires a lot of cushion before being placed in a box. Also, remember to make a 2-3 inch pad of crushed paper on the bottom of the box.
- ⇒ Label each carton as FRAGILE. Also make sure to place a line of text indicating which side is up. These items will not be packed under any other boxes when loaded on the truck as long as the movers know from the label that they are fragile.

## Large Platters, Glass Plates, etc.

- ⇒ Place crushed paper as a cushion on the bottom of the box first.
- ⇒ Select an appropriate box size to fit these larger items.
- ⇒ Wrap each piece individually and then wrap them in larger and softer materials like towels and blankets. Bundle these items together with another large towel or blanket.
- ⇒ Put the bundled items on top of the crushed material and then add additional crushed paper to surround the items and secure them in the box. Your movers have horizontal cardboard dividers which can be useful in packing and protecting these items. Ask your moving specialists for these items when you need them.

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- ⇒ Smaller platters, bowls, and saucers can make up a second layer in these boxes as long as the weight of the box is not exceeding your limits. Pick the box up and see if they are getting too heavy before adding more items to the box. If it is still ok, add carefully wrapped serving bowls and smaller platters to take up the additional room in the box. Again, use your cardboard dividers for additional security of these important items.

## Silver

- ⇒ Enclose all silver completely to avoid tarnish. Silver bowls, tea sets, and serving dishes should be wrapped in such a way that the empty spaces are full of material. Silver is fragile and can bend, filling the dead space can ensure that the items are not crushed during move.
- ⇒ Label all boxes as fragile and silver. This enables all boxes to be loaded properly in the moving truck.
- ⇒ If you are packing silver that is in a chest, wrap each piece within the chest to ensure they transport properly. Fill all empty spaces in the silver chest with crushed paper to avoid shifting during the move. Wrap the chest in a blanket or large towel.

## Glass Table Tops, Large Mirrors, Paintings, Statues, Vases, etc.

- ⇒ These items, more than others, can be easily damaged due to their bulk. Rather than packing these items yourself, consult with your moving specialist at Ascent Movers to pack these items for moving. We strongly recommend that you not pack these items yourself.
- ⇒ Oil paintings should never be touched with any kind of paper. Paper can damage the paint or adhere to the paint and therefore should never come in contact with any oil paintings.

## Books

- ⇒ There are two ways to pack books. Either lay them flat on the bottom of the box or place them spine down inside the box. Most people tend to pack with the spines up but this can cause the glue to separate from the spine of the book and ruin your books. Pack same size books together in the same box.

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- ⇒ Expensive books or those of high sentimental value should be wrapped before packing.
- ⇒ Use smaller boxes for books to avoid exceeding the 50 pound maximum per box.

## Pictures

- ⇒ Pack all pictures, slides, videos, negatives, etc in boxes separate from other household items. Pack all picture albums in separate boxes from the loose pictures.
- ⇒ Framed pictures should be wrapped to avoid having the glass broken.
- ⇒ Carry any items with you that can not be replaced if at all possible.

## CD's, Records, Tapes, DVD's, VCR Tapes

- ⇒ Remove these items from any current storage that they may reside in. Records are heavier than you may think and should be packed in small boxes.
- ⇒ Records that are in their jackets can be individually wrapped and then bundled together with a blanket, sheet, or large towel before being placed in a box. Records that do not have a jacket need to be doubly wrapped before being bundled together for packing. Plastic wrap is the best first layer to avoid the record from being scratched.
- ⇒ Stand all records on their edge on top of a cushioned bottom. Never lay these items flat in a box. Pack additional crushed paper around the records to ensure that they stand up during transport and do not shift to lying at an angle. Mark each box as fragile and record the contents on the outside of the box.
- ⇒ Pack CD's and DVD's in a similar manner that you pack records. Never lay them flat.
- ⇒ Cassette tapes should be in the plastic case that they came in. Wrap the case individually before placing them in the box. These items can be packed either vertically or horizontally. Just pack with crushed paper in between each layer.
- ⇒ VCR tapes should also be packed in the original case. If no case is available make sure that they are wrapped carefully before being loaded in the box. The type of material you choose to use for wrapping can make a difference with VCR tapes. Make sure that the plastic piece that covers the actual recorded images is in place. If the VCR tape is not replaceable, try to pack the tape with you.

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## Lamps & Lamp Shades

- ⇒ Remove the lamp shade, light bulb, and lamp harp (the part that sits over the light bulb and attaches the lamp shade to the lamp base) from the lamp base.
- ⇒ Never wrap lampshades in newspaper as it can discolor your lamp shade. Wrap each shade in 3-4 pieces of non-colored paper or in a pillow case or light towel. Smaller lamp shades can be nested inside larger ones. This should be done to conserve space and assist with the filling of dead space.
- ⇒ Line your box with clean paper. Use a box that is at least two inches larger around than the largest lamp shade that you have to pack. If your lamp shade is silk, pack it by itself.
- ⇒ Pack lamp shades by themselves and label the box as fragile - lamp shades.
- ⇒ If you have glass lamps, like tiffany style lamps, let Ascent Movers crate these items for you. Chandeliers should also be crated by your moving company.

## Non-Fragile Items

### Rugs

- ⇒ Roll your rugs. It is best to have these items cleaned before moving. Leave them rolled and wrapped when you retrieve them from your cleaners.

### Linens & Bedding

- ⇒ Linens can be protected by a large plastic bag and packed in a box lined with clean paper. It is recommended that you wash all linens before packing so that when you get to your new home you are unpacking clean items.
- ⇒ If you have delicate linens, wrap them before being packed.
- ⇒ Wrap your mattresses in plastic or special boxes. These are available from your moving company. Wrapping your mattress ensures that you do not get dirt, dust, and other materials inside your mattress fibers on move day.

### Curtains, Drapes, & Table Cloths

- ⇒ Wardrobe boxes are the best way to move these items. Fold them and place over a padded hanger. Pin the items to the padded hanger and hang them in the wardrobe box.

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- ⇒ You can fold these items and place them in boxes lined with clean paper (not newspaper) if you choose.
- ⇒ If you have them cleaned prior to move day, leave them wrapped in the cleaner's plastic bag for packing.

### Appliances

- ⇒ Small appliances should be wrapped individually and packed in a box lined with crushed paper.
- ⇒ Irons and other like items should be emptied of all water before being packed.
- ⇒ Remove all batteries from appliances before they are packed. Pack batteries in a separate box for use at your new home.
- ⇒ Large appliance **MUST** be serviced before they can be moved. You can arrange this through a service technician or contact Ascent Movers for assistance.

### Garage Items & Outdoor Items (Tools, Lawn Equipment, Swing sets, TV Antennas, Garden Sheds, etc)

- ⇒ Dismantle all swing sets, sheds, TV antennas, etc. Gather the pieces together for those items and secure them with rope. Nylon is preferred. Place the hardware for these items in a bag and attach them to the bundled pieces.
- ⇒ Drain all fluids from lawn equipment before moving day. Gas and Oil can be hazardous on move day.
- ⇒ Long handled tools should be bundled together and secured with a nylon rope. Attachments should be removed from all long handled power tools and packed separately. Make sure you label the box with what the attachments belong to for easier assembly at the new location.
- ⇒ Hand tools can be left in their tool boxes. Just fill the spaces with crushed paper to avoid shifting on move day. Use small boxes for tools as they tend to be heavy.

When in doubt, contact your moving specialist for assistance. If at any point during the self packing process you decide that you need help, Ascent Movers can handle the rest of the move for you. Packing and moving can be a daunting process and we understand that better than anyone. Our years of experience are at your disposal.

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## Non-Allowable Items

There are certain items that can not be moved. It is important that you know what these items are and it is especially important that you do not pack any of these items if you choose to pack yourself. Listed below are some of the most common items that are not allowed to be packed or moved. If you are ever in doubt of whether or not an item is allowed, contact your [moving](#) specialist at [Ascent Movers](#) for advice.

<b>Gasoline</b>	<b>Matches</b>	<b>Sterno</b>
<b>Kerosene</b>	<b>Propane</b>	<b>Propane Tanks</b>
<b>Charcoal</b>	<b>Charcoal Lighter</b>	<b>Ammunition</b>
<b>LampOil</b>	<b>Fireworks</b>	<b>Aerosols</b>
<b>Ammonia</b>	<b>Bleach</b>	<b>Paint</b>
<b>PaintThinner</b>	<b>Pool Chemicals</b>	<b>Darkroom Chemicals</b>
<b>MotorOil</b>	<b>Chemistry Sets</b>	<b>CarBatteries</b>
<b>Fertilizer</b>	<b>Pesticides</b>	<b>Poisons</b>
<b>Household Batteries</b>	<b>NailPolish</b>	<b>NailPolish Remover</b>
<b>Cleaning Solvents</b>	<b>Frozen Food</b>	<b>Produce</b>
<b>Plants</b>	<b>Refrigerated Food</b>	<b>Openorhalf usedfood</b>
<b>Foodthat isnot preserved</b>		

\*Note: You should empty your refrigerators and freezers at least 24 hours prior to your move. Leave the doors open to allow the refrigerator and freezer to air out. This will reduce the chance of mold occurring inside these appliances.

These personal items should also not be packed for moving as it may result in problems during your move.

<b>CarKeys</b>	<b>AirlineTickets</b>	<b>CellPhones</b>
<b>Pagers</b>	<b>Laptop</b>	<b>Checkbooks</b>

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	<b>Computers</b>	
<b>Cash</b>	<b>School Records</b>	<b>Medical Records</b>
<b>Stocks</b>	<b>Bonds</b>	<b>IRAs</b>
<b>Financial Documents</b>	<b>Deeds</b>	<b>Car Titles</b>
<b>Prescription Meds</b>	<b>Computer Discs</b>	<b>Address Books</b>
<b>Jewelry</b>	<b>Family Photos</b>	<b>Wedding Album</b>
<b>Professional Titles</b>	<b>Insurance Policies</b>	<b>Keys to Safes, Homes, Etc.</b>
<b>Personal Video Tapes</b>	<b>VCR's &amp; Stereos</b>	<b>Remote Controls</b>
<b>Documents for your New Homes</b>		

All irreplaceable items and those with sentimental value should be carried with you. If there are things that could never be replaced, make sure to carry those items with you as well. While we very rarely have problems during moves, items that could never be replaced should be protected by you personally to ensure that accidental issues would not affect you.

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## How to Research Your Mover

Ascent Movers opened their doors in 1982. Since then, we have been striving to always be the best. We believe it is important for you to know that your mover can be trusted. The links below provide a lot of ways for you to validate that the mover you have chosen meets all of the guidelines required by the State and Federal Governments. In addition to government requirements, what else is your [moving company](#) doing to ensure that they are getting the proper training and certification to do the BEST job for you? The links below provide a lot of answers to these concerns.

	<p>The American Moving and Storage Association (AMSA) is an organization for moving companies. The association was established in 1936 and focuses on the training and certification of moving companies to obtain Pro Mover status. Each Pro Mover certified moving company has a Carrier number that can be entered on their website to validate that they are an authorized Pro Mover. Ascent Movers carrier number is 469637. <a href="#">Click here</a> to visit the</p>
	<p>The Georgia Movers Association (GaMA) is a trade association representing over 150 member movers within the State of Georgia who move both residential and commercial both local and long distance. In order for a moving company to become a member of GaMA a Code of Ethics must be observed. Member companies must be committed to providing professional, reliable, and safe services at fair and reasonable prices to the Georgia moving public. <a href="#">Click here</a> to visit</p>
	<p>Call the Georgia Department of Motor Vehicle Safety Commercial Vehicle Section at (678) 413-8575 and verify your mover's license. The law requires that movers be licensed by the GADMV and that the mover's GADMV certification number is a legitimate one. You can also check to see if there are any complaints outstanding that your mover has not resolved.</p>
	<p>The USDOT has information on all moving</p>

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companies that are legitimate holders of US DOT numbers. Ask your movers for their USDOT number and then [click here](#) to validate that number or search by company name. A Company Snapshot will be provided which tells you things like what the moving company is authorized to do, how they have fared during inspections, and any accidents that they have had. You can also view insurance information on

Check the Better Business Bureau (BBB) to ensure that your movers are accredited. The moving companies BBB rating can tell you a lot about whether or not you want to trust them with the move of your treasured possessions. [Click here](#) to go to the BBB website.

In the state of Georgia all licensed movers are governed by the Georgia Public Service Commission (PSC). [Click here](#) to go to the PSC website and verify the mover you have chosen is operating legally in the state of Georgia. [Click here](#) to view the PSC moving guide for more helpful information on what you can expect

The International Office Moving Institute (IOMI) provides moving companies across America with training and certification to prepare them to move offices. The Certified Mover status is obtained by moving companies once they complete the training and undergo testing to ensure compliance to the training they received. [Click here](#) to see a list of IOMI Certified Movers

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# Industry Tips

Each state has its own regulations for the moving industry. When you hire a Georgia Moving Company they are bound by the laws and regulations in the state of Georgia. If you are moving from Georgia to another state then there are additional laws and regulations that your Georgia Moving Company will have to adhere to. Below you will find a highlight of industry information that we believe is important for you to know.

- ⇒ The Georgia PSC (Public Service Commission) assumed responsibility for the enforcement and certification of household goods movers effective July 1, 2005. Their website is available by [clicking here](#). The Georgia PSC handles all certification and enforcement for Intrastate (within one state) moves. Their website has a list of licensed movers available and you can [click here](#) to see the current list.
  
- ⇒ Interstate moves (state to state) are charged based upon the weight and volume of the load as well as the distance the load has to be shipped. In determining weight, a mover will weigh the moving vehicle on a certified scale before and after he unloads your belongings. The difference between the two weights is the net weight of your belongings and is how your final charges will be determined. The Federal Motor Carrier Safety Administration (FMCSA) governs these types of moves. You can find more information by [clicking here](#) to go to the FMCSA website.
  
- ⇒ Moving companies offer estimates to assist you in approximating your moving costs. There are binding estimates and non-binding estimates. A binding estimate is a guaranteed price given to you by your moving company. A non-binding estimate is a best guess at cost but actual costs are determined at the end of the move. It is critical that the moving company have a very good inventory of all of the items needing to be moved. Show them everything when they come to your location to conduct the inventory. If there are additional items that need to be packed and moved that are off-site, make sure that the mover knows about these items and has an opportunity to evaluate them as part of the estimate.

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- ⇒ For Intrastate mover (in state), moving costs are calculated at an hourly rate along with the number of movers and trucks required to conduct the move. There are additional charges for the packing materials that will be used. You can negotiate these costs with your moving company. In the state of Georgia there are tariffs set forth by the Georgia PSC that sets the maximum rates that are allowed to be charged but moving companies like to be competitive. Make sure to ask your mover for their best price and discuss ways that you may be able to save money with them. For example, your mover will usually have certain days of the week that are not as busy as others. If you are able to move on a Tuesday instead of a Friday or Saturday, then you may be able to negotiate a lower rate. Remember, your moving company is your partner in this process.
  
- ⇒ Your mover will discuss insurance with you. Do not assume that the base insurance rate will cover all of your belongings. You are responsible for obtaining insurance through your moving company equal to the value that you want to make sure is covered. If you are moving a shipment of electronics, then you will want to ensure that you have an insured amount equal to the value of the electronics that you are shipping. If you are shipping blankets, you will probably want a much lower amount of coverage. The levels of liability and charges for each option vary. Talk with your mover about the various options and check to see what may already be covered under your existing insurance policies. Make sure that you get a copy of the insurance coverage from your mover.
  
- ⇒ You may wish to pack some of your belongings yourself to save money. If you do, remember that your mover will usually not accept liability for any damage that occurs to "owner-packed" items. They will most likely require that the movers inspect these boxes prior to loading. When arranging your move make sure to discuss these things with your moving company. Do not get off the phone until you understand what your rights are and what your coverage is on self packed items. Use this knowledge to determine if packing yourself is the best decision for you.
  
- ⇒ Be physically present on move day. When the mover packs your items, loads your items, and unloads your items you should be checking everything to make sure that there are no missing items and that everything is in good condition.

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- ⇒ Color code your rooms for easier loading and unloading. When you arrive at your new location, color code the corresponding rooms so that the movers can unload the boxes into the appropriate rooms for your unpacking. Color coding rooms makes an easy visual on move day and can save time and effort during the unloading process. Group like items in the rooms to be packed. This not only can cut down on the number of boxes that you may require, but also helps you to unpack things more efficiently.
  
- ⇒ Research your moving company before you decide to do business with them. All of the information is available that you need to know. We have a very detailed list with the links to the appropriate websites on the "Research Your Mover" webpage. As the consumer, you have an obligation to validate what you are told and what you are signing up for. Ask your mover for their USDOT number and their carrier number. Use these to ensure that they are properly licensed and are legally operating in the state of Georgia.
  
- ⇒ When in doubt, ask! While most movers operate in good faith and are not out to scam you, there are those out there that are not honest. You should prepare a list of questions that you want to have answered before you call your moving company. This will ensure that you don't forget something that you wanted to know.
  
- ⇒ Lastly, relax! If you have done your due diligence and checked all of the things you needed to check then you can sit back and relax. Your movers will do all of the heavy lifting and packing (if you are selecting their packing services). Remember, you are dealing with professionals.

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# Frequently Used Terms

When moving and working with a moving company you will come across terms that are frequently used in the moving industry. To assist you with understanding what these terms mean, Ascent Movers has put together a frequently used terms list. If there is a term that you do not understand that is not on this list, please contact your moving specialist for information.

**Accessorial Services** - Services performed by your movers that are not part of their standard services. These can include things like bulky article moving, stair carries, etc.

**Advanced Charges** - Charges for moving services not performed by the moving company but by a professional, craftsman, or other such third party at the owner's request. These charges will be paid by the mover and added to the owner's bill of lading charges.

**Agent** - a moving company representative that is authorized to work with you on the moving companies behalf. This may be an employee or a partner of the moving company.

**American Moving & Storage Association (AMSA)** - A non-profit organization associated with the moving and storage industry. Good source of Residential Moving information.

**Appliance Service** - Preparation of major appliances for transportation in order to make them safer to transport.

**Auxiliary Service** - A second, smaller vehicle, that is used if a full-size trailer can not get to either your new location or your old location. This is sometimes called a shuttle service as it shuttles your belongings from your premises to the trailer or vice versa.

**Bill of Lading** - a receipt for the customer that is provided by the moving company which acknowledges receipt of the customer's personal belongings for transportation. The customer signs this document which acknowledges that the moving company has permission to load the items onto their truck and that the customer has released their personal possessions to the moving company for transport.

**Binding Estimate** - an agreement made in advance between a customer and the moving company that guarantees the total cost of the move based on the quantities and services shown on the estimate. This estimate can not be altered or changed by either parties once signed unless both parties agree in writing.

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**Booking Agent** - This person accepts orders for moves and registers the moving crew and truck needed to complete the move.

**Build Out** - The process of constructing your new space to accommodate your office moving into it. This can mean building walls, constructing offices, or electrical/wiring work.

**Bulky Items** - an item that requires special arrangements to move. This could be a car, motorcycle, big screen TV, or essentially any item that requires special arrangements to move. These types of items can come at an additional charge.

**Carriage** - The service provided by the moving company.

**Carrier** - Another name for a moving company.

**Carrier Liability** - The limit of what a moving company will pay for damages.

**Certificate of Weight** - Official document that specifies the weight of your shipment.

**Claim** - a statement of loss, damage, or delay to a household shipment while in the care of the moving company or its affiliate.

**Clean Receipt / Clean Bill of Lading** - Document stating that the entire shipment was received at the new location with no damage.

**Concealed Damage** - Damage that is not immediately apparent when items are unloaded at the new location.

**C.O.D. (cash on delivery)** - these are shipments where the customer pays the moving charges when the delivery of the item is made to its final location. Each moving company has different policies regarding C.O.D. shipments and may or may not allow such shipments to be made. If a C.O.D. shipment is allowed then cash is required at delivery to receive the items and a credit card may be required to secure the shipment ahead of time.

**Declared Value Protection** - Insurance based on the value set by the owner of the goods being moved.

**Department of Transportation (DOT)** - this is the federal agency which controls the industry for interstate transportation, including moving companies that cross state lines.

**Diversion** - when a shipment changes destination due to a customer's request after the shipment is en route. Transportation charges will be calculated from the

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point of origin to the point of diversion plus the transportation charge from the diversion point to the new destination point.

**Dunnage** - Extra blankets, pads, or other filler material required to prevent damage to goods while being moved.

**Estimate** - There are several types of estimates. When the word estimate is used it usually refers to a non-binding estimate for the cost of a move.

**Exclusive Use of Vehicle** - An exclusive unit provided to a client for moving. This can be requested and the moving company may provide it. This is not usually used for local moves or intrastate moves as the truck being used is already exclusive.

**Expedited Service** - At the owner's request, a moving company may agree to expedite the move and in return the owner agrees to charges based on a higher minimum weight.

**Extra Labor** - a description of charges that may apply if additional personnel are required to complete either the packing, unpacking, or moving of household or commercial items during a move.

**Extra Pickup or Delivery** - charges that can apply if there are additional stops required during the move or additional pickup or delivery of materials requested during a move.

**Flight Charge** - Also called a stair carry, this is a fee charged to move goods up and down stairs. The more stairs involved, the higher the charge.

**FMCSR** - Federal Motor Carrier Safety Regulations. These are the rules that govern interstate moving companies.

**Fuel Surcharge** - a charge that may apply to assist the moving company in recovering additional costs for fuel. This charge, which can change monthly, is based upon the national average for fuel as reported by the U.S. Department of Energy.

**Full-Service Packing & Unpacking** - A full service offered to both pack and unpack the goods being shipped. These types of services will also include charges for the packing materials needed, the labor required to pack and unpack, and the cost to remove packing debris.

**Indemnification** - Protection against loss or damage.

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**Insurance-Related General Increase (IRR Surcharge)** - A percentage adjustment to the transportation charge for the increased cost of carrier's liability insurance coverage expenses.

**Interstate** - State to state moves. Moving companies doing this kind of move must have federal licensing.

**Intrastate** - Moving inside of the state. Moving companies doing this kind of work must be licensed with the Georgia Public Service Commission.

**Inventory** - A detailed list of the goods being moved and the condition of said goods at time of packing or loading (if the mover is not packing the goods).

**Liability Insurance** - Mandatory insurance for moving companies to cover injuries, damage, and other risks.

**Local** - Moving that occurs within a specified area or region. These moves are always inside of state lines and should be complete in 1 day.

**Long Carry** - This is a charge that can be applied if the distance from your location to the truck is a long distance. This charge can be included in the set rate or it may be listed as a line item charge.

**Method of Payment** - The terms set forth by your moving company that outline how payment will be accepted.

**Non-Binding Estimate** - This is a basic estimate of cost. This is not a guess but a calculated figure arrived at through a firm understanding of the move requirements. Moving companies have calculations that are used based on weight, cubic feet, mileage, cost of personnel, and number of personnel required. Your final bill may vary from this kind of estimate based on your actual move requirements on move day.

**Order For Service** - This is a document that the moving company has authorizing them to transport of your goods.

**Order Number** - This is a number assigned by your moving company to your belongings that is used to identify said items. This number should be present on your Order for Service as well as your Bill of Lading. Use this number when contacting the moving company.

**Origin & Destination Service Charge** - A rate that is added to your moving charge based on the locations where the goods are picked up and/or where the goods are delivered. These charges are used to compensate the moving company for handling and servicing of the goods. It includes services such as

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elevator, stair and excessive distance, piano and organ flight carries, additional transportation charges, basic appliance servicing (getting the appliance ready for moving), and on shipments moving across country borders.

**Overflow** - Goods that are left behind due to insufficient space on the moving vehicle. An additional vehicle will be utilized for transportation and delivery of these overflow goods.

**Overtime Loading & Unloading Service** - An overtime charge applied to a move when the move is requested to be handled, on either the original location or the new location, at off hour times. These can include after or before normal working hours, days of a week when the mover is normally not working, holidays, or when laws or landlord requirements will not allow delivery during normal hours.

**PBO** - This stands for Packed By Owner. When items are packed by the owner for moving it is commonly referred to as PBO items.

**Pre-Existing Damage** - Damage that exists on your belongings prior to possession by the moving company.

**Relocation Center** - This is a place where services are provided to businesses and individuals moving to new areas. They provide information, can assist with finding a home, and offer other help as needed. Usually these centers are run by moving companies or real estate companies.

**Relocation Management Company** - A company who is hired to run corporate relocations. They provide services like a relocation center. Additionally, they administer corporate relocation policies, buy homes from employees based on said policy, and provide legal and financial services.

**Relocation Policy** - A companies set guidelines for how they agree to handle an employee move. These usually outline things like reimbursements, benefits, and the types of services they will agree to pay for.

**Reweigh** - Before goods are actually unloaded a reweigh of the shipment may be requested. If one is performed the actual charges will be based on the results of such weight regardless of whether it is higher or lower than the first weight taken.

**Shuttle Service** - See Auxiliary Service.

**Stair Carry** - See Flight Charge.

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**Storage-in-Transit** - This is temporary storage of your goods in a warehouse of the moving company's choice, pending delivery at a later date.

**Stowage** - This is how your items are packed into the moving truck. Items should be packed with the heaviest items on the front with weight evenly distributed along both sides. Whenever possible, items that are to be moved into the new location first should be on the back of the truck to be unloaded first.

**Tariff** - This is a moving company's price list. In the state of Georgia a maximum tariff is set by the Georgia Public Service Commission. Tariffs are required to have detailed pricing and rules regarding all services provided.

**Third-Party Services** - These are services provided by someone other than the moving company or its agents at the owners request or as required by law.

**Valuation** - This is a charge applied to a move when the owner's goods are in the care of the moving company. This is not insurance and should not be confused as such.

**Van** - Moving industry term for all moving trucks including tractor-trailers.

**Van Line** - Another term for a moving company.



# Ascent Moving Services

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