

Week By Week Move Planning Guide

6 Weeks before Moving

- Create a moving folder for all moving receipts, prescriptions, vaccinations, medical and dental records
- Call Jewells and talk about your Removal Requirements
- Contact your insurance company to arrange insurance policies
- Decide what items you wish to pack and move to your new home and what Jewells will pack and move and if you need storage
- Call into our Showroom or go to www.jewells.net.au to purchase suitable moving and packing supplies
- Plan on taking all valuables and important documents, like wills, stock certificates, jewellery, coin collection, photos

4 weeks before moving

- Book Removalist
- Start Packing and ensure you label every carton by room
- Hold a garage sale, or arrange for unwanted items to be picked up by a charity or taken to the dump
- Consider giving your plants to friends or selling them if you are moving interstate
- Make transportation arrangements for your pets. Take your pets to your veterinarian for health checks

2 weeks before moving

- Contact Family, Friends and Businesses regarding change of address
- Return any borrowed items such as library books. Collect all items that are being repaired stored or cleaned
- Dispose of items that represent a hazard and are not allowed to be moved
- Call your bank to find out how to transfer your accounts.
- Tape and seal all cleaning fluids that are non-toxic, non-flammable in plastic bags
- Notify Jewells if there are any changes or if additional services like Piano, Billiard Tables, Packing or Storage
- Disassemble your computer system. Back up all your computer files and take with you in the car.

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- Make final packing decisions. Clean and clear your home (closets, basement and attics) and items your taking
- Arrange to have gas, electric, and telephone services disconnected the day after your pick up and connected on your delivery day.

1 Week before moving

- Arrange with the Post Office to have all your mail redirected
- Reconfirm travel arrangements for vehicles and care for your pets
- Drain your lawn mower, power tools of all the oil and fuel to ensure safe transportation
- Make sure to mark which items you'll take yourself, so that the removal team won't take them (sticky dots are great for this)
- Make sure you haven't overlooked anything in the house
- Mark specific Cartons to be moved with "Fragile", "Do Not Load", "Load Last" stickers
- Prepare items you will need while your goods are in transit
- Make sure Jewells knows the delivery address, phone number and contact details until delivery of goods
- If needed, make arrangements for parking or access for Jewells to your home / business
- Create a floor plan of your new home and plan the placement of furniture

2 Days before moving day

- If travelling any distance by car - check oil, water, tyres etc
- Pack luggage and items you will be taking including valuables
- Empty, defrost and clean your refrigerator, freezer and clean your stove, all at least 24 hours before moving to let them air out.
- Finish Packing

Phone: 07 4632 3200
Fax: 07 4638 2614



Pack
Store
Move

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Moving out day

- Pack a Carton with items you'll need as soon as you arrive at your new home (like non-aerosol cleaning supplies, disposable plates & cups, kettle, tea, coffee, sugar, light tools, snacks, bathroom items and garbage bags.) Pack this in your car for easy access
- Be on hand when Jewells arrives and throughout the loading process. (If you won't be there, make sure someone will be there to direct the removal team. Make sure the driver has in writing the name and phone number of that person.)
- Make a final tour of your home. See that nothing is overlooked
- Sign the work docket and make sure your new address and phone number are correct
- Lock all windows and doors, and turn off all switches

Moving in day

- Arrive at your house an hour or two ahead of time, if possible, to make sure utilities are connected and to plan placement of major items in your home.
- Help your Removal team by directing items to the right room. We are happy to place your furniture where you would like it.
- Check and Sign paperwork

PACK
STORE
MOVE