

## SMALL MOVING GUIDE

**This guide is written from six months advance notice prior to the move date. If you have less than six months notice than try and fit the items listed below into the time frame that you do have. If you run into problems call Ship Smart Inc. at (800) 554-5574 and have one of their moving professionals' advise you on your best solution.**

### FOUR MONTHS:

1. Take an inventory of all your items. Filter out old items that can either be thrown out or donated into a separate pile. Make a list of all furniture items valued fewer than 50 dollars. These are items that might cost more to move than their actual value and will be the first items removed from your inventory should you have to reevaluate your moving budget.
2. Look for houses or apartments in the area you are moving to.
3. Take pets to veterinarian check-up, update vaccines, Etc.
4. Get three estimates from movers in writing. When checking up on movers use the Better Business Bureau and the Department of Transportation located in the same state as the company giving an estimate.
5. Use the Truck Rental Worksheet to compare "Do It Yourself Cost".
6. Call the moving professionals at Ship Smart (800) 554-5574 for possible money saving tips.
7. Evaluate all your options and choose the best options for your move. This can be done by compiling a list of items that you must move and getting a estimate to ship these items. If your shipment is under 1500 to 1000lbs you can get that estimate over the Internet using our moving calculator at [www.shipsmart.com](http://www.shipsmart.com). Compare that with the cost to move your whole apartment or house and determine if it cost more to ship your items or to buy new items at the other end.

### THREE MONTHS

1. Order boxes for your move.
2. Notify important people and businesses that you are moving and leave them a forwarding address.
3. Organize passports, IDs, birth certificates, Etc.

### TWO MONTHS

1. Reevaluate items being moved.

### ONE MONTH

1. Notify financial institutes like Credit Cards, Banks, and Other Monthly Bills of your move and leave them a forwarding address.
2. Monitor food in your refrigerator remembering that you will be moving in 30 days.
3. Contact post office to forward mail to new address after your move date.
4. Fill out paperwork for your best moving option and send in to book your mover or truck rental.

### THREE WEEKS

1. Collect receipts for valuable items you are moving and get appraisals for items that you do not have receipts for. Fill out insurance info and paperwork for your mover.

### TWO WEEKS

1. Disassemble furniture that is rarely used and that needs disassembly.
2. Pack boxes, separating items that you will need for the next two weeks.

3. Call mover with any revisions.

### ONE WEEK

1. Give away houseplants or donate them.
2. Refill prescriptions.
3. Cancel bills or subscriptions starting on move date.
4. Verify pick-up times with movers.
5. Defrost refrigerator.
6. Pack boxes of items that will travel with you.

### MOVING DAY

1. Wait for movers.