

# ALLWEST Moving & Storage

## 8 WEEKS

### BEFORE YOUR MOVE

- Contact Allwest Moving & Storage for an estimate of your moving expenses.
- Create a "move file" to keep track of quotes, receipts and other important information.
- Start researching your new community.

## 7 WEEKS

### BEFORE YOUR MOVE

- Start compiling medical, dental, immunization and prescription records.
- Ask your doctor and dentist for referrals in your new city.
- Arrange to have school records and veterinarian records transferred.
- Gather copies of legal and financial records.
- Call your insurance agent to see what changes you may need to make to your policies.
- Contact health clubs, organization, and groups to cancel or transfer memberships.

## 6 WEEKS

### BEFORE YOUR MOVE

- Plan how you will move valuables and difficult to replace items (certified mail, or carry them with you).
- Begin purging your home. Separate items into those you will keep, donate or discard.
- Plan a garage sale.
- Start using items that can't be moved such as frozen foods, bleach, and aerosols

## 5 WEEKS

### BEFORE YOUR MOVE

- Order boxes and moving supplies.
- Begin packing items you don't use often.
- Clearly label each box with its contents and the room it is destined for.
- Finalize your move date.
- File a change of address with the Postal Service, or ask them to hold your mail at the post office in your new location.

## CONTACT ALLWEST MOVING & STORAGE

2640 Willamette Drive NE Lacey, WA 98516  
(800) 634-3155 toll free (360) 943-4990 local (360) 943-5606 fax  
info@allwesttrans.com

# ALLWEST Moving & Storage

## 4 WEEKS

### BEFORE YOUR MOVE

- Check in with Allwest to reserve or confirm your moving day plans.
- Notify these utility services of your move (both at your old and new locations):
  - Electric
  - Water
  - Gas
  - Telephone
  - Cell phone
  - Cable/Satellite and Internet
  - Sewer
  - Trash Collection
- Make travel arrangements for your pets.
- Put copies of pet medical and immunization records in your move file.
- If time permits, host a garage sale to sell unwanted items.

## 3 WEEKS

### BEFORE YOUR MOVE

- Plan how to transport your plants (they cannot be moved in the trailer or relocation cube).
- Review your moving documentation for a list of items that cannot be safely shipped. Dispose of flammables, corrosives, poisons, and any other materials on the list.
- Have your automobile serviced.

## 2 WEEKS

### BEFORE YOUR MOVE

- Notify these professional services of your move:
  - Accountant
  - Attorney
  - Doctor
  - Dentist
  - Financial Planner
  - Health Insurance Provider
  - Insurance Agent

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## 2 WEEKS

### BEFORE YOUR MOVE

- Notify these services/accounts of your move:
  - Auto Finance Company
  - Bank/Credit Union/Finance Companies
  - Credit Card Companies
  - Exterminator
  - Home care service providers (lawn, exterminator, snow removal etc.)
  - Laundry service
  - Magazines
  - Monthly memberships (Netflix, book of the month, etc.)
  - Newsletters
  - Newspapers
  - Pharmacy
  - Store/Gas Charge Accounts
- Notify these government offices of your move:
  - City/County Tax Assessor
  - State Vehicle Registration
  - Social Security Administration
  - State/Federal Tax Bureau (IRS)
  - Veterans Administration
- Confirm travel arrangements for pets and family.
- Confirm parking for your moving trailer or container. Obtain permits if needed.
- Plan meals for the last week to use up your food.
- Assemble a folder of important info about your house for the next home owner.

## 1 WEEK

### BEFORE YOUR MOVE

- Review your moving plans with Allwest. Email or call with questions.
- Contact your bank or Credit Card Company if you are planning to pay for your move by debit or credit card.
- Print two copies of your bill of lading (BOL) to keep in your move file.
- Notify friends and family of your new address and phone number.

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## 1 WEEK

### BEFORE YOUR MOVE

- Pack an essentials box to keep with you during the move.
- Drain gas and oil from lawn equipment, gas grills, heaters, etc.
- Drain water hoses and waterbeds.
- Measure furniture and doorways to determine if larger pieces will fit through the door.
- Empty and defrost refrigerator at least 24 hours before the move.
- Fill any prescriptions you will need during the move.

## MOVING DAY

- Load goods in a pre-designated order, saving "last load" items for the rear of your shipment.
- Check every room and closet one last time to make sure nothing is left behind.
- Leave a note with your new address so that future residents can forward stray mail.

## MOVE- IN CHECKLIST

- Pick up any mail being held at the local post office.
- Keep all receipts and documents in your move file and store it in an easy-to-remember location.
- Get a new driver's license and automobile tags, register to vote, etc.
- Contact the local paper for a new subscription.
- Enjoy your new home!

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