

## BEFORE MOVING

1. Make arrangements as soon as possible.
2. Notify the following organisations of your change of address:
  - Post Office
  - Public Services
  - Vehicle Registration
  - Driver's Licence
  - Banks and financial institutions
  - Doctors, dentists, schools
  - Family Allowance and Old Age Security Program
  - Magazine editors
3. If possible, try not to move at the beginning or the end of the month since they are very busy periods for all movers.
4. Before moving, get rid of all dangerous goods since it is illegal to ship flammable liquids, explosives or corrosive substances, compressed gases such as propane tanks, oil soaked wet mops and rags.
5. Drain fuel from motorboat and electric motors. The fuel tank of the cars should be three-quarter empty.
6. Do not ship plants and perishable goods in the moving van.
7. Carry yourself your important items and valuables such as jewelry, acts and other documents and the filing cabinets keys. Movers are not responsible for great valuables.
8. Unplug and uninstall washer and dryer before movers arrive.
9. Defrost and empty the refrigerator on move day.
10. If possible, reffridgerator and stove shelves and trays must be packed and shipped with corresponding appliances. Discuss the best way to move your appliances with your Moving Consultant.
11. Discuss the moving of your freezer an its content with your Moving Consultant.
12. Tell your Moving Consultant how to reach you once at destination.
13. Gather and tie together brooms, mops and rods.
14. Make sure to remove light fixtures before move day. Remove door shelters, mobile sheds and electrical appliances.
15. If required, get portable kennels from airline companies or pet shops to safely transport your pets.
16. If you are shipping a car during wintertime, make sure to park the car inside a heated garage for at least 24 hours before shipping. Since ice and snow will have melt, this will prevent damage to your goods inside the moving van.

17. Get an estimate and a written quote. Déménagement VIP will gladly confirm all details in writing.

## PACKING

18. Use robust containers for packing. All containers must have lids. Déménagement VIP will readily provide you the necessary containers at an affordable price.
19. If you plan to pack your goods yourself, begin well ahead of move day to prevent last minute packing stress.
20. Indicate the room and content on each box to make unloading and unwrapping easier.
21. Never pack an article in a way that it sticks out of the container.
22. Books and CDs must be packed standing on the edge in small boxes not exceeding 18 to 22 kg.
23. Remove all fragile or heavy articles from drawers. You can leave blankets, towels and pillows in the drawers or pack them in large boxes.
24. We suggest you opt for case setting for your large mirrors, glass tabletop, plasma television sets and valuable paintings.
25. Table lamps must be packed in boxes. Pack the lamp-shades in separate boxes. We will gladly give a free estimate for your next move.
26. FRAGILE labels will inform you and the movers that you must handle theses boxes with special care.
27. Write the information on top and on the side to easily identify each box.
28. When wrapping china, place heavy pieces on the bottom of the box. All flat articles must be placed vertically.
29. Smal articles such as salt and pepper shakers must be wrapped in a small box and then placed in a larger box.
30. Do not pack irons or heavy kitchen articles in the same box you packed the fine china or crystal.
31. Do not use newspapers to wrap articles. The ink may get into porcelain. You can buy newsprint paper from your Mover.
32. Use clean towels and tissue paper to wrap lamp-shades and thus prevent stains.
33. Wardrobes are an affordable means to prevent creasing of suits and dresses during transport. They are also ideal for drapes and curtains.
34. Review the house with the Van Supervisor to instruct him on anything special. items that you will need first in your new residence so it is loaded accordingly.

35. All articles that are excluded from the move, such as luggage, must be kept aside to prevent them from being moved by mistake.

36. Do not move any piece of furniture in your house. Our qualified teams can load your goods more efficiently this way than if furniture is gathered in one room.

37. Do not wrap your furniture with paper, fabric, rope or string.

38. Large television sets, floor speakers and microwave ovens will be covered with a padded cover by your Mover. However, pack all cables and fasteners in a box.

39. The Van Supervisor will detail the condition of your goods on the Inventory Listing. We recommend you accompany him during this inventory to make sure that all your belongings are recorded and that their condition is correctly noted.

40. On move day check all closets, the attic and the basement to ensure that nothing is forgotten.

41. Disassembly and assembly of beds are included in the service offered by Déménagement VIP, excepted for water beds.

42. Fees of a long distance move (more than 80 km) is figured based on weight and distance. Déménagement VIP will weight your load and the fee will be figured according to the actual weight.

43. Fees of a local move are figured hourly. Déménagement VIP's experienced personnel can reduce time and cost of moving to a minimum.

44. Unless you have a prior credit agreement, your Mover will require cash or a certified check on delivery.

## **STORAGE**

45. Déménagement VIP own clean and safe storage facilities in hundreds of canadian cities.

46. Furniture is stored inside, protected against dust and sealed, on private pallets.

47. Carpets are rolled, wrapped in plastic et stored separately on supports. Sofas are also wrapped with plastic and stored separately to protect them.

48. During storage, inform your Moving Consultant about the items you would like to have access to so they are placed in front, on pallets.

We offer a complete array of wrapping and moving services worldwide.