

## Moving Instructions

- For moving purposes each workstation and other areas have to be numbered to assist the moving company. These numbers identify the locations in the new area/building.
- Every article being moved must have a move label showing the location in the new office.
- Labels will be supplied by mover.
- All items that fit must be placed in the plastic boxes applied by the mover.
- By Design Commercial Moving Solutions will only move items that are correctly labelled.
- All packaging must be completed by the day of the move.
- Large garbage bags will be provided by your employer for items being discarded during your house cleaning, as well as for cleaning out waste receptacles. Waste receptacles being moved to a new building must be empty prior to mover taking them. We encourage recycling wherever possible.
- Personal property must be taken home prior to packing. By Design Commercial Moving Solutions cannot be responsible for the transfer of any personal property to the new premises.