



MOVING PLANNER – LOCAL & INTERSTATE

4 WEEKS TO MOVING DAY

- 01 Have you booked your move with King & Wilson?
- 02 If renting, advise your real estate agent, in writing of your intention to move.
- 03 Notify your children's school/child care centre and arrange for records to be forwarded to the new school.
- 04 Notify your bank of your move.
- 05 Obtain your family's medical and dental records and notify Medicare and your private health insurance fund that you are moving.
- 06 Advise your home & contents insurance company of your intention to move.
- 07 Begin reducing your supply of frozen and perishable food. Your King & Wilson Moving Consultant will be able to advise you of foods that are able to be transported.
- 08 Clean out the medicine cabinet. Refer www.kingandwilson.com.au for further details on items unsuitable for transportation.
- 09 When moving pets interstate; ensure vaccinations are up to date and retrieve vaccination records. A current record is required for all pets going into boarding. Further information on pet transportation is available at www.kingandwilson.com.au.

2 WEEKS TO MOVING DAY

- 10 Transfer all home deliveries, memberships and subscriptions to your new forwarding address. Refer www.kingandwilson.com.au for assistance with forwarding.
- 11 Confirm that your King & Wilson Moving Consultant has your up to date contact details, including a mobile phone number to enable us to keep in touch throughout your relocation.
- 12 It is advisable to re-direct your mail. You can do this by completing the re-direction form at Australia Post offices. Application forms are available at www.kingandwilson.com.au.
- 13 Contact telephone, electricity, gas and water companies to confirm the specific date on which to discontinue these services. Do not arrange disconnection of your telephone until the end of the last day of your move so that we can maintain contact. On-line utility connection and disconnection services are also available at www.kingandwilson.com.au.
- 14 Dispose of garden chemicals, paints and fuels. Empty fuel from mowers, brushcutters and chainsaws. Refer to the King & Wilson 'Dangerous Goods' guidelines to advise you of flammable items and chemicals not permitted to be moved by King & Wilson. Further information regarding dangerous goods is available at www.kingandwilson.com.au.



King & Wilson
World Wide Moving and Storage



- 15 When moving to or from an apartment complex obtain the name and contact phone number of the Building Supervisor and pass this information on to your Moving Consultant who can coordinate this booking on your behalf.
- 16 Contact your King & Wilson Moving Consultant to arrange full transit insurance cover for your goods and effects. Refer to the King & Wilson Insurance Documentation.

1 WEEK TO MOVING DAY

- 17 Plan ahead for the special needs of infants. If possible arrange care for children and pets.
- 18 Perform a final clear out and dispose of foodstuffs and cleaning products unsuitable for transportation. Refer www.kingandwilson.com.au for further details.
- 19 It is advisable to dismantle any kit assembly furniture, particularly if its made of chipboard, before the move. If in doubt, contact your King & Wilson Moving Consultant.
- 20 Pack and set aside a bag or suitcase. Include essentials such as; toiletries, clothing, jewellery, personal papers, keys and travel documents. Don't forget to keep a few things out for the kids on move day.
- 21 Consider any items you may require as a priority at final delivery. These items will be packed into a Priority Carton and loaded last.

THE DAY BEFORE MOVING DAY

- 22 Disconnect stereos, computers, televisions, other electronic devices and appliances. Contact your King & Wilson Moving Consultant for further information.
- 23 The refrigerator/freezer should be turned off and emptied at least 24 hours prior to your move interstate or to storage. Ensure the refrigerator is clean, empty and the seals have been thoroughly wiped.
- 24 Make arrangements with your neighbours to allow enough parking space for our vehicles on the day of the move.
- 25 Place all suitcases and essential items which will be travelling with you in one specified place so they are not mistakenly loaded.

MOVING DAY

- 26 Relax and let your Move Coordinator and Foreman take control.
- 27 Once your effects have been packed, wrapped, listed and loaded and BEFORE our staff leave, please check around your home, making sure that nothing has been forgotten.
- 28 Enjoy the journey.

