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MOVING GUIDE

TWS Removals is a family run business that has a reputation for providing a high quality, professional home and office removals service at a reasonable price.

Our uniformed staff are friendly, experienced and fully trained. With us, you can be confident that you are dealing with insured professionals that have the expertise and local knowledge to make your move stress free.

Whether you are moving around the corner or across the country we always put our customers first.

We are fully insured with Goods in Transit cover and Public Liability cover throughout the UK.

This moving guide is split into three sections in order for you to have a stress-free move;

Moving Tips - Tips on organising your belongings, what you need to inform us of prior to your move date and what should be done before we arrive.

Packing Tips - Tips on packing your belongings so that they arrive at your new home undamaged.

Moving Checklist - A list of who you should inform of a change of address.

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MOVING TIPS

In order for your move to run smoothly we ask that you follow the tips below. If these are followed it will lead to a quicker and less stressful move. If you require any of our staff to carry out any of these tips please let us know beforehand.

- Label all boxes/belongings etc. with the room they are going to at your new property.
- Have all furniture dismantled prior to our arrival - keep all screws and bolts etc. in a sealed container/carrier bag (clearly label this).
- Clearly label all FRAGILE and HEAVY items.
- Make sure washing machine/dishwasher etc. are fully drained prior to our arrival.
- Make sure fridge freezer/freezer has been fully defrosted.
- Do not underestimate the amount of items you have in your house - the number of staff and size of vehicle(s) sent will be determined by information provided by yourself.
- Let us know of any heavy/unusual items (i.e. piano, garden shed etc) beforehand as we may need to send special equipment.
- Let us know of any delicate items (i.e. antiques etc) beforehand as we may need to send extra padding materials.
- If you have any additional rooms (i.e. loft conversion, cellar, attic, garage etc) let us know as we may have to send extra staff.
- Please inform us of any parking issues at either property as parking tickets caused due to this will be passed onto the customer.
- If there are any access issues please let us know (i.e. access is through rear garden, access is up 3 flights of stairs etc).
- Have a clearout of any unwanted items.



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PACKING TIPS

If you are carrying out your own packing here are some tips that should ensure your items arrive at your new property undamaged.

- Use strong boxes.
- Pack all little items. If you have too many loose items this will add a significant amount of time onto your move.
- Securely tape the bottom of each box.
- Do not overload boxes.
- Pack boxes to the top - do not under fill or over fill boxes - If box is under filled then top up box with newspaper.
- If you have the original boxes for audio/electrical items then use these.
- Cushion any fragile items (either using bubblewrap/paper or using pillows/bedding etc).
- Carry all valuables with yourself.
- Place heavier items at the bottom of the box and lighter items at the top.
- Stack plates vertically (as they are in a dishwasher) and stack all glasses in an upright position.
- Securely seal each box shut when filled.
- Label each box. Indicating whether box is FRAGILE or HEAVY.
- Stack similar sized boxes together.



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MOVING CHECKLIST

This is a list of people and companies who you may need to inform when changing your address.

Bank	
Building Society	
Credit Card Company	
DVLA	
Electricity Supplier	
Employer	
Gas Supplier	
Inland Revenue	
Insurance Company (car, house etc)	
Internet Provider	
Local Council	
Schools	
Store Cards	
Subscriptions (i.e. magazines)	
Telephone Provider	
TV License	
TV Service Provider	
Water Supplier	