



# Commercial removal checklist

## **DISMANTLING FURNITURE READY TO MOVE**

If this requires dismantling for moving this will need to be done prior to the move. Please let us know if you'd like our crews to handle this for you and we can include this in your quotation. It's always helpful to keep the instructions handy to help you do this and to put them back together at the other end. Keep all your screws/bolts and fittings together in a bag and label it carefully. Pack all the sets of fittings in one box labelled 'bits' so you can locate these quickly when you need to re-assemble them.

## **FIXTURES AND FITTINGS**

Fittings will need to be taken down ready to be packed and moved by the crew. If you'd like our handyman to assist with doing this please let us know.

## **ACCESS / PARKING**

We would advise letting your neighbours at both collection and delivery addresses know of your move date if our vehicles are going to cause them any inconvenience. If it is required and you have not asked us to do so on your behalf please ensure any parking arrangements are made in advance.

## **PACKING**

If you have chosen to do your own packing it is important to use the appropriate containers for different items.