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### **Moving Checklist – How to Move**

Use this Moving Checklist to help you stay on track.

#### **Moving Tips - 8 Weeks Before**

- Create a "move file" to keep track of estimates, receipts and other important information.
- Check with the IRS for possible tax deductions – including moving expenses.
- Budget for moving expenses and start collecting estimates - including a moving quote from ABF U-Pack.
- Read up on moving tips and topics at our Moving Resource Center.
- Start researching your new community. The Internet is a great resource for finding online community guides and newspapers.
- Contact the Chamber of Commerce to request their new resident packet.
- Draw out a floor plan of your new home and start deciding which function each room will serve. Begin planning how to move into your new home.
- Begin researching auto shipping companies.

#### **Moving Tips - 7 Weeks Before**

- Start compiling medical and dental records - including prescriptions and shot records. Ask your doctors if they can refer you to a care provider in your new city.
- Arrange to have school records transferred to your children's new school district and/or daycare.
- Get copies of any legal and financial records you need.
- Arrange for veterinarian records to be transferred.
- Call your insurance agent to see what changes to expect in your policies for changing states. Ask if moving is covered and arrange for insurance for your new home.
- Contact health clubs or other organizations you have joined. Ask how to move, sell, or end your membership.

#### **Moving Tips - 6 Weeks Before**

- Make a list of things that are valuable or difficult to replace. Plan on shipping these by certified mail or carrying them with you.



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- Make a list of friends, relatives and businesses to notify of your move.
- Work your way through each room taking inventory and deciding what to donate or throw away. Start planning a yard sale or contact your local charities.
- Subscribe to the newspaper in your new hometown to start learning about events and the local culture.
- Begin using things that can't be moved, such as frozen foods, bleach and aerosol cleaners.

### **Moving Tips - 5 Weeks Before**

- Begin collecting boxes and other packing supplies. You can order a wide selection of moving boxes from U-Pack to be delivered to your door.
- Begin packing items you don't use often. Also start separating and disposing of the items you've designated for a yard sale, donation or the junk yard. If you donate, be sure to get a receipt for income tax purposes.
- Start pinpointing a "move date". This will be the day you receive your ABF trailer or ReloCube for loading. Try to take advantage of the lower rates offered Tuesdays through Thursdays and during the first three weeks of the month.
- Plan ahead for parking the ABF Trailer or ReloCube. If you're moving in an ABF trailer, keep in mind that you'll be receiving a 28 foot commercial trailer, which will require a 14 foot overhead clearance and in most cases will need to be left overnight. You should contact your property manager or local authorities to ensure you will be complying with any parking restrictions.
- Plan for short-term or long-term storage at destination if needed.

### **Moving Tips - 4 Weeks Before**

- Reserve your ABF move online or by calling 1-800-240-7422. Reservations should be made at least one business day prior to your move date. Please keep in mind that reservations are based on availability. If you are loading into a trailer, ramps are available at most locations. Purchase furniture pads, mattress protectors, dish protectors, two wheelers and more through the U-Pack Moving Boxes and Supply Store.
- File a change of address with the Postal Service. If you are unsure of your new address, ask the postal service to hold your mail at their office in your new city.
- Schedule disconnection of all utility services at your old home, and connection of them at your new one. Be sure to disconnect the day after you leave and connect the day before you arrive. If you have "last month" deposits with services, such as the water or gas company, request your refund.
- Make travel arrangements for your pets. Don't forget to include necessary medical and immunization records.



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- Advertise and host your garage sale.
- Call your newspaper courier and set a date to cancel your subscription.

### **Moving Tips - 3 Weeks Before**

- Make sure all library books have been returned and all dry cleaning or items out for repair have been picked up. Also retrieve any items out on loan.
- Decide if you will keep your plants or give them away. Remember plants cannot be loaded into the trailer or ReloCube.
- Dispose of flammables, corrosives and poisons.
- Have your automobile(s) serviced.
- Prepare auto registration to be transferred.
- If you are moving into or out of an apartment, arrange to use the elevator on your move day.

### **Moving Tips - 2 Weeks Before**

- Contact your bank and/or credit union to transfer or close accounts. Clear out safety deposit boxes. Pick up traveler's checks or cash for "on the road" expenses.
- Confirm travel arrangements for pets and family.
- Confirm parking for your trailer/ReloCube, and obtain parking permits if needed.
- Notify any creditors of your move.
- Plan meals for the last week of the move to help empty the refrigerator and avoid using appliances that will already be packed.
- Assemble a folder of important information about the house for the new owner of your home.

### **Moving Tips - 1 Week Before**

- Contact your local ABF terminal to confirm a time to receive your trailer/ReloCube one or two business days before your move.
- Your ABF bill of lading (BOL) and moving checklist will be e-mailed to you prior to your move. Review your BOL and contact your moving coordinator with any questions or concerns.
- Print two-copies of your Bill of Lading (BOL) and place in your moving file.
- Notify friends and family of your new address and phone number with a free Moving Notice.



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- Finish packing and prepare an "essentials" box. Designate several moving boxes and items as "last load" items. Pack your suitcases and valuables separately.
- Drain all gas and oil from your mower and other motors. Gas grills, kerosene heaters, etc. need to be emptied as well.
- Drain water hoses and waterbed.
- Empty, defrost and clean your refrigerator at least 24 hours before moving day. Prepare all appliances for loading.
- Fill any prescriptions or medications you will need for the next couple of weeks.
- Make childcare arrangements for moving day.

### **Moving Out Checklist**

- Make plans to be present when ABF delivers your trailer or ReloCube. You will need to show the driver where you want the trailer parked and sign for delivery.
- Inspect your trailer or ReloCube for cleanliness and leaks before signing for delivery.
- Measure the space you reserved in the trailer so you know where your boundary is. If you find that you need more or less space, simply adjust your base rate by the "per foot" charge on your BOL.
- Be familiar with our packing and loading tips and personally supervise hired labor. You are ultimately responsible for how your goods are packed and loaded.
- Load your goods in a pre-designated order, saving "last load" items for the rear of your shipment. This might include your vacuum cleaner or bed sheets.
- Check every room, closet and cabinet one last time before deciding everything is loaded.
- Install the bulkhead once your goods are loaded.
- Verify the destination address and your contact information is correct on your BOL.
- Write the number of linear feet or number of ReloCubes you loaded into on two copies of the BOL. This is very important, as an accurate BOL ensures an accurate rate.
- Call the local ABF terminal when your shipment is ready to be picked up.
- If moving on an ABF trailer, verify the footage with the driver and both you and the driver sign two copies of the BOL – keep one copy for your file and give one copy to the driver.
- Call your local terminal to verify charges and get your "pro" or tracking number the day after your shipment is picked up. You can use this number to track your shipment around the clock either online or by calling 1-800-FOR-ABFS.
- Take note of utility meter readings.
- Leave a note with your new address in the house so that future residents can forward any stray mail.



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- Keep a friend or family member informed of your plans and "whereabouts" in case of an emergency or unforeseen event.

### **Moving In Checklist**

- You are likely to arrive at your new home ahead of your shipment. Take this time to look things over and to ensure your utilities have been connected.
- Check appliances and systems to ensure all are working properly, and arrange for repairs if necessary.
- Verify that your mail is being delivered to your new address and pick up any mail being held.
- Consider drawing out your new floor plan and decide where you want furniture and appliances placed.
- Track your shipment and work with the local terminal to schedule delivery. Plan ahead for parking.
- Plan to be present when ABF delivers your shipment. Show the driver where you want the equipment parked and sign for delivery. If you are unable to do this, work closely with a friend or representative to accept your shipment.
- Unless you are paying by credit card, have a cashier's check or money order ready for the driver.
- After your goods are unloaded, contact your local terminal to have your equipment taken away. Be sure to remove all debris, and leave only the bulkhead and ramp when moving in a trailer.

### **After the Move Checklist**

- Keep all receipts and documentation in your move file and store the file in a safe place. Be sure to include your Bill of Lading and delivery receipt. You'll be glad to have everything in one place at tax time.
- Get a new driver's license and new tags for your automobile.
- Register to vote.
- Contact the local paper for a new subscription.

**Get a free moving quote** online at [www.upack.com](http://www.upack.com) or call U-Pack at 1-800-355-1696 Monday through Friday from 7:00 a.m. - 8:00 p.m. Central time.

**Need boxes?** We have plenty of moving supplies, including a broad selection of boxes that we'll deliver right to your door.

**Send a Moving e-Card** to your friends and family to let them know where you are moving to or to invite them over for a moving party!