

GUIDE TO COMPLETING THIS QUESTIONNAIRE

This questionnaire is designed to provide us with as much information as possible about your forthcoming move. Please be as accurate as possible when filling in the questionnaire as mistakes or omissions can cause problems during the move.

Please pay particular attention to the following points.

- Access:** Are there parking restrictions at either location? If so, what are they, who can we contact? We need to park within 20 metres of the door into your home. If above 2 floors we need to know in advance.
- Storage:** Will you be requiring storage for all or part of your effects, and for how long?
- Insurance:** It is most important for insurance purposes to let us know the value of effects we are transporting for you. Your household insurance should give a good guide.
- Curtains:** If your curtains are dralon or velvet, please let us know against each room.
- Carpets:** Do you wish us to lift and roll carpets? If so, will they already be untacked at the edges and ready to roll?
- Electrical/
Gas fittings:** These can only be disconnected and connected where the item is fitted with a purpose made connector. If you have fittings that are wired or plumbed in, these must be disconnected by a suitably qualified engineer prior to our arrival. It is your responsibility to arrange this.
- Packing:** All your items of furniture will be suitably protected for transit. Packing describes all the small, loose and fragile items in your home such as China, Glass, Ornaments, Cutlery, Kitchen utensils, Food, Books, Records, Linen, Curtains, Pictures, Light fittings, Table Lamps, Shades, Cushions, Tools, Toys etc. All these items are packed in special, heavy-duty cardboard cartons and securely taped. Your clothes are also packed in special cartons and clothing from your wardrobes are hung in special wardrobe cartons to avoid folding and potential creasing.

When trying to calculate the number of cartons (approximate size of T-chests 48x48x54 cms) below is a simple guide.

- a) In your kitchen count the number of single wall and floor unit doors you have and this should indicate the number of cartons you require.
- b) Each 3ft or one metre shelf of a bookshelf is equal to a carton
- c) Each single door of a sideboard equates to a carton of china and glassware
- d) A single wardrobe equates to two wardrobe cartons and a double equates to four wardrobe cartons
- e) Do not forget cushions, toys and other loose items when calculating cartons

Please tell us if you have had any alterations done to your house since you moved your furniture in that it may affect its removal out of the house and were any items moved in through windows because of a tight staircase? Also specify items which may need to be dismantled or require more than two people to lift.