

4 WEEKS

- Sort out and dispose of the belongings you no longer need.
- Clear out the loft, cellar or garage as soon as you can.
- Make sure all your passports are valid, and if you need them, your visas are in order.
- If you are taking your car with you, check if you need an international driving-licence.
- Inform your Solicitor and copies of wills, Doctors and Dentists records.
- Inform your Bank Manager of your plans as soon as you can so that the accounts can be transferred smoothly
- Make sure that you haven't planned anything on the moving day.

3 WEEKS

- Make sure that you have valid insurance to cover all eventualities - car, personal, and medical.
- Arrange for electricity and gas meters to be read and supplies cut off or transferred on the day you move.
- Cancel your telephone subscription and arrange a final account.
- Send out change of address cards as soon as you can, and let the post office know you are moving.
- Inform your children's schools in good time and make sure you have copies of school reports and certificates for the new schools.
- Collect all relevant documents, such as work permits, tax records and credit references.
- If you are taking plants with you, check the health regulations for the country of destination.
- Cancel all your magazines, papers, clubs etc.

2 WEEKS

- Decide which personal items you want to pack yourself and put them to one side.
- Identify those valuable items of jewellery and personal things you want to carry with you and pack them carefully.
- Make sure you have your tickets, hotel reservations, passports and other documents safely in one place.
- Make sure you have returned rented items, such as televisions and videos etc.
- Prepare garden tools for packing. Motor mowers must be drained of oil and fuel. Drain hosepipes and roll them carefully.
- Non-toxic cleaning fluids can be sealed in plastic bags. Dispose of oil, paint, aerosol cans and other flammable and toxic chemicals carefully.

ON THE DAY!

- Stay close to our packing supervisor so that you can identify those 'special' items. Then when you arrive at your destination you will see the benefits of careful planning.
- You will be asked to sign the inventory. Keep your copies safe.
- Sort all your keys into two bunches: those you want to take with you and those to leave behind. Labelling them earlier will make this important job easier.
- Pack a 'survival kit' with all the small items you may need when you arrive.
- Organize with the neighbours to leave sufficient parking space for the removal.

Relax....

