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**Removals. Courier. Light Haulage**

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1, Emperor Way  
Exeter Business Park  
EX1 3QS

Please note this list is just for advice and will not be suitable for every person and every move

Date of removal \_\_\_\_\_

### Book Van Man

- Call or email Van Man via the contact details at header
- Have an itinerary of all items you require moving to hand
- Be prepared to supply details of both properties

### Approaching removal date

- Confirm booking and arrival time with mover
- Confirm dates with estate agents – know time you can collect keys !!
- Confirm dates with Solicitors
- Organise packing materials
- Book other services
- Carpet cleaner
- Oven cleaner
- Gardener
- Check out Van Mans Complementary services page to see if we can recommend any of these services

### Packing

- Get together all packing materials, good boxes, packing tape, marker pens, decent black bags
- Small Boxes – heavy items such as books and tinned cans
- Medium Boxes – Intermediate items such as electrical items, clothes, light food boxes
- Large Boxes – light items such as bedding, clothes, games and toys
- Bags, Suite cases – Soft items such as clothes, cushions etc
- Make sure all boxes are labelled especially if fragile
- Have all electrical appliances unplugged and washing machines un plumbed unless previously notified
- All furniture that needs dismantling taken apart unless previously notified
- Any garden items are as clean as possible and ready to go
- All items removed from loft



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### Removal Day

- Have keys for new property organised
- Reserve parking for vans if necessary
- Have all packing complete
- Make sure there is clear and safe access in and out of the property
- Be prepared to show the removal team leader around the property
- Have transport to new property organised
- Take final meter readings – gas, water, electric
- Check around house that everything has been loaded up
- Make sure house is secure
- Return keys

### At new property

- Run through where you would like items putting with the movers
- Make sure you are happy everything is in the right place
- Pay movers ( please have funds available )
- Take new meter readings – gas, electric, water
- Leave feedback for your removal company
- Enjoy your new home !!!

Please see our other guides including a use full change of address checklist

For any more information on moving please get in touch.