



## **Reliable Transfer Corp.**

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### **PRE-MOVE PREPARATION**

Listed below are several ideas that may assist you in your upcoming move. Not all the items apply to everyone; some items are for military and government personnel only.

#### **BEFORE THE PACKERS ARRIVE**

Organize your belongings before the movers arrive. Do not try to sort what you are taking or leaving while the packers are working. They are fast and professional. It is impossible to supervise 2 or 3 packers, especially when each is in a separate room.

Items that are not to be shipped should be placed in an empty room in your home. If it is not possible to move them, clearly mark them "Do Not Pack" or "Do Not Move", or put a small piece of masking tape on a drawer, cupboard or door where nothing inside is to be packed. Important items such as tickets, keys, travel papers, income tax records, etc. should be isolated so that they are not mistakenly packed. This may help avoid confusion on packing day.

Remove all items from crawl spaces, attics without stairways, and overhead garage storage areas, and place them where they can be easily accessed by the movers.

Make sure all dishes, pots, pans, china, ashtrays, etc., to be packed are clean.

If you would like us to provide cartons, paper and tape so that you can perform some of your own packing, please either stop by our office or call and we can deliver some items to get you started. If you do some or all of your packing, mark the cartons for a specific room if you want to unpack at destination, or mark as storage or garage if you won't unpack them right away.

Separate the items you are taking in your unaccompanied baggage shipment and place them in a room where they can be packed (this generally applies to military or government moves).

Separate professional books, papers and equipment if you want the weight of these items recorded on the GBL or DD-619 (for military or government moves only).

## **PAPERWORK**

Please provide us with a destination contact phone number that we can record on all your paperwork. Verify the number when you sign (non-military shippers only).

## **THE DAY THE VAN IS TO BE LOADED**

Disconnect washing machine hoses so the machine will drain before being moved.

Disconnect dryer cables and vents from wall outlets.

Remove all items attached to walls (does not include pictures). Examples would be coat racks or things screwed into the wall.

Unload all firearms.

Defrost refrigerator and/or freezer to ensure the interior is completely dry before loading. In the event you have water connected to the refrigerator, disconnect the tubing from the water outlet. Be sure to check the defroster pan under the refrigerator.

Drain waterbed mattresses.

Empty fuel and/or oil from lanterns, camp stoves, chain saws, lawn mowers, outboard motors, etc. Gas barbecues should have the gas tank emptied before they travel. To empty the tank, open the valve (away from the house) and let the gas escape.

Keep children and pets out of the way of the movers. When they are handling pieces of furniture, appliances and cartons, it is difficult for them to see children. If possible, ask a friend or neighbor to watch small children while the van is being loaded.

Keep the driveway clear of cars, bikes, toys, pets, etc., so the movers will have a clear, safe path from the house to the van. Be sure to have your driveway and stairs clear of snow and ice.

## **PAYMENT/BILLING INFORMATION (Does not apply to military, government or corporate relocations)**

You may prepay your total relocation cost after the shipment has been weighted and all charges totaled. We accept MasterCard, Visa or personal check. Cash will also due. If there is a third party paying for your relocation we will need verification in the form of a purchase order or letter of authorization, prior to your shipment leaving Juneau.

## **CREW INFORMATION**

There will be a three- to four-person crew that will arrive at your residence on the moving day at the pre-arranged time. The crew chief will instruct the other members of the crew and will be responsible for packing all your fragile items. The crew will break for lunch and may take short breaks at 10 a.m. and 3 p.m. The crew chief will explain all the paperwork; any questions or directions should be directed to the crew chief or the office (789-1490).

## **FIREARMS**

Please prepare a list of the make, model and serial number of your firearm(s) for us to reference when we prepare your inventory. We will list the firearms on a packing exception sheet separate from the inventory. We will then mark our inventory number next to each firearm on your list. You will keep the list and will be the only one who knows where in the shipment the firearms are located.

**NOTE:** Any shipments that travel through Canada, such as shipments to Anchorage or Fairbanks, cannot contain handguns. They should be air-freighted or mailed.

## **AMMO**

Ammunition should not be included in your shipment! Please take appropriate measures to sell it, give it away or otherwise transport it. We "JUST SAY NO TO AMMO!"

## **MAILING**

You may be interested in mailing some of your non-fragile items such as books, papers, etc. This may be worth looking into, especially if you are paying for the move yourself. Call the Post Office at 586-7138 or 789-0934 to check on the 4th class rates and size limitations, etc., to your destination. They may allow you to bring cartons to the back door with your car, to save time standing in line.

You can number your cartons such as 1 of 10, 2 of 10, etc., and also use a colored tape to put on each carton after they are packed and sealed. The colored tape will make them stand out and travel better together without getting lost.

## **PLANTS**

If you chose to ship live plants, we will ask you to sign a waiver releasing us from responsibility as to their condition.

You should have some plastic bags available, large enough to fit the plant inside. The bag is

placed in the carton, the plant is placed inside the bag in the carton, then watered; the bag is twist-tied closed, and the carton is sealed.

## **STAIRWAYS**

We cannot be held responsible for any damage to or caused by stairs, stairways, decks, landings, etc., that are in poor, unsteady condition.

## **NON-SHIPPIABLE ITEMS**

Items that cannot be shipped include all FLAMMABLES AND COMBUSTIBLES, such as lighters, fuel, pressurized or aerosol cans, fire extinguishers, ammo, gun powder, lamp oil, or any product that contains a flammable substance.

## **IN CONCLUSION**

If you have any questions concerning the above suggestions, please call us at 789-1490, and we will be happy to help you. We pride ourselves on our quality of service. The lowest price should NOT be your only consideration.

Thank you for your consideration.

Special Note: As owner of Reliable Transfer Corp., I would like to personally thank you for giving us the opportunity to be of service to you. Travel safely and good luck in your future endeavors.

*L. Roger Calloway, Jr.*

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***"Servicing Juneau Alaska and Beyond since 1914"***

***"Alaska Veteran Owned Company"***