



# Removals & Storage Company



## Two Months

Task	Owner	Complete Y/N
Organise removals quotes and confirm booking		
Create a list of contacts to advise of your change of address / requirements		
Doctor		
Dentist		
Employers		
DVLA		
HMRC		
Electric		
Gas		
Telephone		
Sky		
Broadband		
Insurance		
Bank		
Finance companies		
Council Tax		
School		
Family / Friends		
Tv License		
Give notice to landlord		
Start decluttering		
Research new area - find new doctors, dentists if applicable		
Arrange time off work for the moving day(s)		

## Notes

## One Months

Task	Owner	Complete Y/N
Arrange for removals boxes - collect free boxes		
Organise child and pet care for the move day if required		
Organise outside areas such as sheds and garages and start packing		
Arrange storage facilities if required		
Take pictures of furniture prior to moving		
Check parking restrictions for moving day		
Complete and outstanding small jobs or repairs		
Advise essential utilities of the move		

### Notes

## One / Two Weeks

Task	Owner	Complete Y/N
Confirm all moving day arrangements and times		
Dismantle non essential furniture		
Start packing non essential items		
Label all boxes		
Wind down the contents of your freezer		
Organise of change address via post or online		
Start cleaning where possible		
Finish packing all non essential items		
Organise mail redirection		

### Notes

## Two / Three Days

Task	Owner	Complete Y/N
Empty the freezer and defrost		
Take pictures of connections such as TVs / Computers		
Disconnect appliances ready for moving		
Dispose of all rubbish		
Dismantle all furniture where possible		
Pack all important documents such as passports and licences		
Prepare a box of supplies, tea, coffee, biscuits, loo roll, mugs etc.		

### Notes

## Moving Day

Task	Owner	Complete Y/N
Ensure electronics devices are charged		
Take pictures of final meter readings		
Dismantle last minute items such as beds		
Lock windows and external doors		
Check nothing has been left behind after the removal company has left		
Ensure that the property is clean ready for the new owners/tenants		
Hand back/over all keys		
Take pictures of empty rooms as evidence		

### Notes



# Excalibur Removals Limited

We Cover The Bristol Area

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