



VERY IMPORTANT INSTRUCTIONS FOR

YOUR OFFICE MOVE

1. Reserve several parking spaces at both your present and new locations **AS CLOSE TO YOUR FRONT DOOR AS POSSIBLE**.
2. Reserve the **FREIGHT ELEVATOR** (and **LOADING DOCK** if applicable) at your present location (in writing).
3. Have the **ELEVATOR COMPANY** placed on **"STANDBY"** alert at both your present and new locations.
  - a. Supply Admiral Movers with the names and numbers of the persons in charge of loading areas and elevators at both locations.
  - b. Have loading area agreements signed by building superintendent at both the present and new locations.
4. The **AIR CONDITIONING MUST** be turned **ON** at both your present and new locations.
5. Procure the home telephone numbers of the building managers at both your present and new locations.
6. Have your computer vendor **DISCONNECT** all **COMPUTER CABLES**; **LOCK DOWN** the **DISK DRIVES** (if applicable); and **REMOVE the TONER** from the **LASER PRINTERS**.
7. **CARRY** with you all floppy **DISKETTES**; all removable **DISK DRIVES**; and all **COMPUTER CABLES**.
8. Have **PITNEY BOWES DRAIN** the **INK** from the reservoir inside their machine, as it will be tipped.
9. Have your copier vendor **REMOVE** all **DRY** and **LIQUID TONER** from your copier as it will be tipped. Also, have the **SORTER DETACHED** (if applicable).
10. Admiral Movers cannot move anything that is not properly boxed (i.e. glass, pictures, marble, lamps). **ADMIRAL MOVERS WILL ONLY MOVE FURNITURE AND BOXES**.
11. Shipper is to move all coins, jewelry, and any other valuable items themselves.
12. All **LATERAL** filing cabinets **must** be packed. Upright filing cabinets can be moved full (make sure tension bar in back is moved up tightly). Also, cylinders must be pushed in and locked. If you do not have a key, wrap tape around the cylinder so it cannot be pushed in (if it does get pushed in during the move Admiral Movers is not responsible).
13. Computers and electronic equipment must be **BUBBLE WRAPPED** and **LOCKED DOWN** on **OFFICE CARTS** by Admiral Movers. Contact move consultant prior to move. There is a charge for this service.
14. You will need one person at origin and one person at destination at all times during the move. Everyone else will need to be out of the way to ensure better service.
15. OTHER: \_\_\_\_\_.

INSTRUCTIONS RECEIVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_