



MOVING TIPS

FOUR WINDS MOVE THE PEOPLE WHO MOVE THE WORLD

PLAN YOUR MOVE Begin planning well in advance of moving day. This document will help you plan ahead of your time so everything will go smoothly during the move day.

ORGANIZE YOUR MOVE Everyone in your household is affected by your move. Make sure that each member of the household has duties to complete right from the start through moving day.

CALL FOUR WINDS The best professional help comes from your Four Winds representative. Call us as soon as you know you will be moving service necessary for an efficient move.

USE THE CHECKLIST Four Winds has provided a chronological “Get Ready” checklist. From this, you can add your own items as you may need.

MAKE INVENTORIES Four Winds SA Ltd. has included personal inventory forms in this document. When completed, these inventories will provide your family with a permanent record of your possessions.

HINTS ON MOVING

YOUR PERSONAL MOVING RECORD

Make this document as a personal record. You can do so by filling in the inventory forms, by adding items to the checklist as some thoughts occur to you, and by writing actual dates beside the items on the checklist.



MOVING TIPS

3 TO 4 WEEKS PRIOR TO MOVE

- ✦ Give notice to the landlord of your intention to Move
- ✦ Arrange for utility services to be disconnected, meters to be read, and request the bill to be sent to you.
- ✦ Give notices to servants, gardeners, etc.
- ✦ Arrange for club to be transferred. If this is not possible, give them a notice of your intended move and request for final bill to be sent one week before your departure.
- ✦ For re-direction of mails, go to the nearest post office and complete change of address card.
- ✦ Make inquiries on the schools available in new location and possibilities of transferring children's school records. Ensure that necessary clearances and letters of recommendations are obtained from present school.
- ✦ Transfer medical and dental records.
- ✦ Arrange shipment of pets and any immunization records. Note that not all countries will allow your pets to enter.
- ✦ Arrange for selling of cars, boats and any other items not needed.
- ✦ Notify tax authorities to clear any unpaid tax assessments.
- ✦ Notify friends and businesses by mail (change of address cards) or verbally.
- ✦ Check validity of travel documents, inoculation and vaccination certificates.
- ✦ Discuss with four winds the best method of transferring your jewelries, coin collections, stocks, bonds, etc., if you're not hand carrying them.
- ✦ Seek the assistance of a reliable travel agent to plan your travel tour from you.
- ✦ For electrical appliances and color TV, check if these will work at the new location.
- ✦ Make inquiries on car importation requirements so the new destination.
- ✦ Close change accounts.
- ✦ Use the inventory Record" in this booklet to assist you in listing the goods to be moved.
- ✦ Transfer insurance records. Obtain visas and any certificates for importation of household goods.



MOVING TIPS

2 WEEKS PRIOR TO MOVE

- ◆ Send clothing to the laundry shop.
- ◆ Collect all items to be repaired.
- ◆ Collect items you've loaned, and return all borrowed items
- ◆ Refill all medical prescriptions and check if they are refillable at destination.
- ◆ Transfer bank accounts and release safe deposit boxes.
- ◆ If you plan to give away unwanted articles to charitable institutions, get signed receipts for tax purposes.
- ◆ Make sure your hand luggage is in good shape and adequate for your travel requirements.

1 WEEK PRIOR TO MOVE

- ◆ Pack all special items you'll need along with you until your shipment arrives.
- ◆ To occupy children while travelling, bring along books and games.
- ◆ If you have an infant, arrange for a baby-sitter on moving day.
- ◆ Unless specific arrangements for the importation of alcoholic beverages has been made with the regulatory agencies of the government at destination to determine if an import license is required, you should dispose all alcoholic beverages.
- ◆ Notify newspaper vendors and grocery stores, and arrange for bills to be settled one or two days before departure.
- ◆ Separate items to be sent by air.
- ◆ Arrange for pick-up of items that are to remain in storage prior to their being shipped to new location.



MOVING TIPS

1 DAY PRIOR TO MOVE

- ♦ Be sure not to pack passports, visas, plane tickets.
- ♦ Stove should be cleaned and aired, refrigerator emptied, and freezer defrosted and aired out for at least 24 hours.
- ♦ Breakfast should be simple on moving day and use disposable items, eg., paper plates, paper cups, etc.
- ♦ Sleep early and get a good night's rest

MOVING DAY

- ♦ Stay close with the four winds crew member who prepares the inventory of items to be moved.
- ♦ Disconnect appliances.
- ♦ Strip beds, but leave contour sheets on mattresses.
- ♦ Make a final check of each room and closet to make sure windows are closed, pilot lights shut down, lights turned off and all doors locked.
- ♦ Four winds services charges is computed only after the shipment has been weighed, and must be prepaid prior to dispatch, It payment will not be paid through your company or sponsor, ensure that the necessary cash, or money order, or certified check is readily available to settle all the charges prior to the dispatch of the shipment.

MOVING IN (AT DESTINATION)

- ♦ UPON ARRIVAL AT DESTINATION, CALL Four Winds' destination agent immediately and furnish them your contact address and phone number so that they can arrangements for delivery of your shipment.
- ♦ Be present during unloading to direct the arrangement of your furniture.
- ♦ Make arrangements to have your utilities connected. Appliances should be check and adjust for proper operation.
- ♦ Check the condition of your belongings. Note down damaged or missing items on four winds inventory. Our destination agent will provide you an assistance on this.