

## Checklist for your move

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Please find following your moving time table for the successful organisation and planning of your move:

### MOVING ABROAD

#### **Date arrangement**

Please fix a date as soon as possible with your Welti-Furrer contact person. He will discuss all the necessary details and take care, that all your goods arrive in good condition.

#### **Give notice**

- Bank account and postal account
- Police and military
- Sport clubs
- School
- Magazines, newspapers ....

Would you like some change of address cards? Just give us a call!

#### **Babysitter**

Do you have small children? Then you should look for a babysitter. After an exciting trip through the Zoo, your kids will be calmer when the crew is loading your goods.

#### **Frozen food**

You should consume as much food as possible of the contents of your deep-freeze. Before the moving day, defrost your freezer.

### THE DAY OF MOVING

#### **Welti-Furrer Crew**

The team will ask you for your special requests and for important things, which are good to know. Then Welti-Furrer will take care of everything, don't worry, rely on us.

#### **Mailing box**

Remember to empty your post box, after the postman has been.

#### **Tour**

Ready to leave?

Please make sure that all of your belongings have been loaded and that nothing has been forgotten. Cellar? Garden? Flooring?

#### **Important**

- Close gas and water taps
- Remove fuses
- Close roller-shutters



**ON THE ROAD*****New address***

Please give Welte-furrer your new address and also contact phone number. If your phone has not been installed so far, please give us the number of your office or of your neighbours.

***Customs papers***

Before your departure, you should hand over all customs paperwork to Welte-Furrer.

Please take note of the customs regulations of the country, you are moving to. If you have any questions, please contact us, we are pleased to help you.

***Delivery***

Before you leave the country, we will give you our agent's name and address. This company will be responsible for the customs and delivery to your new home and will also assist you in any other matter.

If a problem occurs, Welte-Furrer or our agent will help you at any time.

**ARRIVAL*****Moving in***

Check all the rooms to see if the walls or floors are damaged. The owner should give you written confirmation of these defects.

***How to find you***

It's good for our crew if you mark your home with your name at the post box and at the front door. It would make it easier, if you give us a small map showing how to find you.

***Contact***

Please contact our agent, as they like to fix a date for delivery.

***Delivery***

Please give instructions in which rooms your belongings have to be placed. Is the access to your house/flat difficult? Please inform us or our agent in advance, so that we can take the necessary steps.

***Good bye***

Make a tour through all rooms and tell the crew if everything has been done to your full satisfaction.

**IMPORTANT*****Claims***

We'd like to avoid damages, but nobody's perfect! Please inform us or our agent of any damages which occurred to your household goods. Please do this by letter, fax or email, as we have to inform the insurance company accordingly. If possible, please tell the head of the crew which belongings were damaged and make a note on the delivery report.

***New impressions***

After having spent some days in your new home, you should show your kids the way to school and have a look through the nearest facilities. Try the bus system and make a visit at the nearest supermarket.

***Neighbours***

If you haven't done it so far; your neighbours would be pleased to get to know you. Invite to a „welcome party“, everybody will be pleased to find new friends.

***Service***

Have you been satisfied with our services? If you have been, that's the way it should be! If not, please inform us, so that we can be better next time.

We wish you and your family a very good and successful start in your new home. We are pleased that trusted us with your move and would like to thank you very much!

Your Welte-Furrer Team!