

MOVING MATE

connectnow.

I'M BILL, YOUR MOVING MATE

G'day folks, I'm Bill, your moving mate! The guys at Connectnow have asked me to put this together for you cos' they know I've moved wallabies to Warrandyte, dingos to Bendigo and I've helped plenty of folks just like you to move just about everywhere! I'm a moving pro and I'm going to show you everything I know

Your move's going to be made up of a whole lot of little tasks. Every little task in this guide sits right next to a little box and each box has got to get a bit fat tick before you move on to the next one but once you get all of these tasks done—BINGO!—you've moved! The catch is—if you miss 1 or 2 steps you'll quickly wind up in the creek

Stick with me, I've done this a million times. Before you know it, you'll be feet-up and admiring your new castle

I want you to pay attention though. There's a system to all of this and it's tried and true blue. It's been years in the making and built especially for you!

Don't race ahead, just take it easy. There's only one way to muck this up and that's to skip some of the steps. Trust me mate—they're all important

OK, we've got some work to do. Turn over the page. I've written some instructions on how to use this guide. These will get you familiar with all of the pages in here and what they're for

It's going to be a great team, you and me. I'll stick with you throughout the whole thing and you'll move like a pro

Good luck! and if you ever get stuck just give me a call—1800 287 437

All the best, from your mate Bill

~Bill

HOW TO USE THIS GUIDE

This guide is simple. It's made up of various pages that each deal with a unique part of the move. Together, they form a complete, integrated package and a smart way to move

In this section I'm going to describe what each of the pages does and how it works with the others. It's important that you read this. It'll help you a lot

By the way, some of you will have 8 weeks or more before you move, some of you will have 8 minutes and be freaking out right about now. Wherever you're at is completely fine. The process is still the same. It's just that you folks with only 8 minutes really need to get crackin'! Wherever you're at, take it easy, follow the steps in the right order and you'll be laughin'

First Steps

Don't leave these pages loose. They must be kept in order. The best way to do that is to hole punch each page and put them into a ring binder folder. If that's just not going to happen then just staple through the top left corner. Or, email this booklet to a printer and ask them to do it. Alternatively, you can just call us and we will mail one to you complete with tabs, bookmark and pen. Call us on 1800 287 437. They're just \$27. Probably cheaper than getting it printed yourself!

Your Dashboard

This is just like it says—it's a dashboard. It's a quick reference to your most useful and valuable information. It is the page that you'll look at the most and it will usually be the page that you leave open so that you can quickly check phone numbers, dates and even a timeline showing your progress

The Checklist For Champions!

This is the heart of the move—a complete and very comprehensive guide to your move. It will take you through every step of the move from deciding whether you're bringing that old vase through to a routine for unpacking your stuff at the other end. It's very important to stay with this process. Even though you may think you've got everything under control, this list makes sure you don't miss a trick

Floor Plans

We've created a place for you to draw the floor plan of your old place and your new place. It's going to be one of the most productive steps in this whole journey. The floor plan will show you what you need to take, where it's going to go when you get there, what you need to leave behind and what you'll need that you don't currently have. Also, when you give this to the removalist they'll thank you forever and there'll be no wasted time on arrival—saving you cash!

Bins & Boxes

Unless you have these in place when you start moving you'll constantly be interrupted. There's a small section in there that shows where and how to get this managed so you can fly through the packing and discarding

Home Packing System

There's 2 ways to do this—my way or the really hard and frustrating way. **TIP:** do it my way. I've laid out exactly how I move folks with ease and you can do the same. It's all here in this system. You'll love it. We've broken up the packing into 3 phases so that you're not packing your bed away and sleeping on the floor for a week and you're not cleaning the bathroom before your last shower. Plus—you're going to love this—we've got the world's most simple but effective labelling solution ever invented. It ties into the Floor Plan that you've created earlier to make sure that unpacking is not like unwrapping Christmas presents from your mother-in-law. That is, you'll get exactly what you're expecting at the other end!

Hey Everybody! We're Moving!

It's not just about you! There's a whole bunch of people that want to know that you're moving. We've prepared a list of the usual groups that want to know, of course, we've left room for you to add your own. Life can get pretty lonely if no one knows where you are! This way you'll glide through the move and not miss a thing—invitations, love-letters, bills ☺ ...

Hook Me Up!

It would be cool if you could just walk out of one place into another and everything just worked. Well, this part tries to make it happen just like that for you. You're going to have to disconnect all of your services at your old place and re-connect pretty much the same ones over there but you've got enough to worry about without fussing on this. We created a list that will help you immensely when it comes time to do all this. You'll have all the information you need right at your fingertips when all these companies start asking you the questions

Pack Like A Professional Packer!

It's probably not what you do for a living (and you're lucky!) but for this move you've got to know a bit about how to put things in a box. It's not just 'stuff-n-tape'. That just turns into 'drop-n-break' because the boxes will be too heavy, poorly labelled and a bit wobbly. You've got packing tips from a pro to turn you into one for a few days. Ya gotta read this section. It'll save you time and headache and probably a few precious things as well

Bits And Pieces

There's always loose ends but with your Moving Mate they all get tied up and out of the way. We've got information on all sorts of things for you even charities, garage sale tips and where to get information on your local Council

So, thanks for reading this list. I hope you feel like you're in good hands. This move will be your best ever and you'll feel at home in no time!

Now, let's get started. Go past the Dashboard, straight to the Checklist for Champions! and you'll find that you've already made a start

Cheers guys!

Bill, your Moving Mate

Your Dashboard

Addresses

Old Address: (Moving from)

Number and Street
Suburb and Postcode

New Address: (Moving to)

Number and Street
Suburb and Postcode

Charity Drop-Off Address

Number and Street
Suburb and Postcode

Storage Address

Number and Street
Suburb and Postcode

People

ROLE	PERSON	NUMBER, PREFERABLY MOBILES
Person in charge of things		
Contact from removals company		

Contacts

GROUP / COMPANY	ADDRESS	PHONE NUMBER
Removalist company office	For general enquiries	
Carpet Cleaners	Um, cleaning carpets	
Storage	Ya know, storin' stuff	
Charity	Receiving the goods you are donating	
Pizza (or other take away)	For emergencies only!	

Dates

EVENT	DAY & TIME	DATE
Move Out		
Move In		
Carpet Cleaners		
Garage Sale (?)		

Progress Timeline

These stages correspond to the sections that you tick off in the Checklist For Champions! Keep a track of your move by completing this section as well

START	Set Up	Floor Plans	Bins & Boxes	Packing, Stage 1	Items not Coming	Notifications	Connections	Packing, Stage 2	Shopping!	Bits & Pieces	Packing, Stage 3	Moving Out	Move In, Unpack	Move In, Explore	FINISH
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CHECKLIST FOR CHAMPIONS!

What Gets Planned Gets Done

If you were going to climb Mt Everest you wouldn't just turn up in your boardies and have a crack at the big fella. You'd prepare, you'd gather some info from the experts and you'd map out a bit of a plan. Well, it's not quite Everest but your move is kinda similar. You've got to plan it out to get it right. First up, we're going to draw the Floor Plans of your old place and your new place. Trust me—these are going to be gold for a bunch of reasons. You'll see

One quick point before you bowl me over in the rush to start—in this Checklist for Champions you'll notice that there is a big 'ol box to the top left of each item but then most items include their own little sub-tick boxes. Well, that's because you don't eat a meal in one mouthful. You tick the little bite-sized boxes first and then once they are all ticked you'll see instructions to tick the big box at the top

Getting Set Up

DONE!

I want you to feel good from the out set. I want to build some momentum. So, here's the first few things that you need to do that are pretty easy and will make everything else pretty easy too

Print Me Out

I'm betting that you've already printed out this booklet. If not you really need to. I know it's the age of online and paper free but you're really going to need a hard copy of this that you can share with others and carry with you as you dart around the place. Call if you want me to send you one with all of the sections divided and nicely prepared. 1800 287 437 (\$27)

Bind Me Up

The best way to handle this booklet is to hole punch the pages and put it in a binder. The best sort of binder is a soft plastic one with the flexible cords that go through the pages and get clipped down to hold it all in place

Geek It Up

It's time to get your pocket protector out and head down to the stationery store and get your geek on! Here are the things you'll need:

- Pen. Preferably a push pen that clicks into place
- Pencil. For drawing the Floor Plans
- Rubber. Because you're not a qualified architect
- Ruler. Because you're not a robot
- Measuring tape. Preferably a 10m tape

Dashboard

Just before we jump into the Floor Plans, go to the Dashboard page and complete as much as you can now. You'll keep on adding to it as you go and you'll receive prompts to do so throughout this booklet

TIP: if you've got these pages in a binder then take the Dashboard page and move it to the very front. It's best up there where you can see it

Floor Plans

Turn to the page titled Floor Plans and you'll see that we've provided some space that will accommodate fairly standard housing plans but if yours are completely different you're welcome to grab some other paper and use that. Just make sure that you keep it neat and able to be read by others

Current Home

- Grab a ruler, a pencil and a rubber and draw up the plans showing the design of your current home from above. Use the legend provided to keep things reasonably consistent and follow the tips below as well
- Just draw the lines of the walls, doors and windows for the moment. It doesn't matter if it's not to scale. Just as long as someone else looking at it could tell what you're referring to
- You are probably not an architect. Don't worry if it's not perfect. It probably won't be. Just as long as all the rooms are on there
- Messed it up? Don't worry at all. Just pull out another bit of paper and do it again. If you've followed my advice and put this booklet into a binder / folder then you'll be able to swap the pages easily

New Home

Repeat the same process for the new home. Chances are you're not going to be in the new home while you do this. Here's a couple of tips for how you can get this done:

- Did you find the property online? Are there plans available there?
- Can you call the agent or property manager and get them to provide you with plans?
- How's your memory? If you just took a piece of scrap paper and mentally walked through the place could you get it right?
- Can you organise a visit? Perhaps you can call the agent and organise a quick tour
- It's important enough to do any of these things because this step will save you a bulk amount of time and money

Add The 'Stuff'

- On your Current Home plans, add in all of the stuff that you have in there
- Use the legend to help you draw it neatly

Transfer The 'Stuff'

- Using your New Home plans, transfer each item into the New Home showing where it will go
- If you don't complete this right away that's OK. There'll be plenty of opportunities to do so later. Just get a start with the biggest items

Now you're finished with this step. Tick the big box at the top like a champion box-ticker and pat yourself on the back. You're a million miles ahead of almost every other home mover on the planet. Well done!!



Bins & Boxes

Before you start packing you'll need to have a solution for your bin and box requirements

I've done a bit of background work on this for you and I've found the two best places for finding bins and boxes

Call

If you need a bin jump onto www.bookabin.com.au This site will provide the best quote and allow you to book and pay online

Call

Just go straight to www.kss.com.au—Kennards Self Storage. Their service allows you to take back the boxes you don't use and get a full refund. They'll even buy back the boxes you do use. They'll even buy boxes off you that are from another company! Plus, on their website you will see a large variety of things that you can purchase—different shaped boxes, markers, tape etc. It's well worth a look even if you just get some ideas and go elsewhere

Have you got a solution for the boxes and bins? You need one. It's important! If you've read the information, placed an order for your boxes and bins then place a big strong tick in this box. With enough boxes you won't have as many interruptions to the packing and you'll fly through it. With big enough bins you'll abolish any hoarding temptations that may creep in. Tick this box, give yourself a raise and then let's move on. We're about to start packing!



Packing And Labelling—the Business End!

This first stage of packing can start up to 4 weeks out from the move. It's not worth packing up much before then. However, if you've not got that long then you'll need to start straight away

Let me brag a bit—my experience has taught me a lot. I've refined my craft into what I call the 'Home Packing System'

It's a monstrously helpful system that allows you to pack, track, label and clean the whole place from start to finish. It occurs in 3 stages and Stage 1 starts right here

Go across to the **Home Packing System** pages and get it going

When you've finished this section place a big tick in the box above and breathe a sigh of relief—we're movin' now!



Cleaning

Did you go back and do the cleaning after you finished packing in Stage 1?

Don't leave it until the last minute. It just won't get done

Put a big tick up in the box if you've cleaned out Stage 1 and ticked all the cleaning boxes in the table in the **Home Packing System** sheets



The Things You're Not Taking

So you've determined now that there are a few things that are not making the trip with you and you realise that there's a few options available for all of these things

I want to provide you with all of the information necessary for a successful move so I've even gone as far as providing info on charities and garage sales

Have a look below:

Garage Sale

Are you having a Garage Sale? Go to www.egaragesales.com.au to learn all about how to host the most effective one

Charities

My favourite charity is the Salvos. They do such good work. Go to www.salvos.org.au/contact/stores to find out where they are near you and what they'll accept from you



Let The World Know!

You'll be surprised how many people need to know about your move. Imagine putting all of the mail that you receive in one pile and then writing down all of the people that the mail is from. Most of those people need to know that you're shifting

We've put an intelligent list together that provides most of the names of those who need to know but, doubtless, there'll be others

Turn to the page titled '**Everybody! We're Moving!**' You'll see a couple of helpful tips there that will make this process super easy

Once you've completed this stage place a fat tick in the box above. Can you feel it slowly coming together? You're a good way down the path and you're setting yourself up for a very successful move. Good work!



Hook Me Up!

Getting your electricity, phone, water and all of the other utilities connected in your new address is one of the most important steps in a successful move. It's time now to get all of these things sorted out

Turn to the page titled '**Hook Me Up!**' and complete the list of items there

Are you comfortable that you have this stage handled? No cold nights by candlelight when you arrive? OK, then give yourself a tick and a Mexican wave. You've transferred a significant part of your life to the new property. Well done!



More Packing And Labelling!

Here's Stage 2 of the Packing and Labelling. Awesome!

As you've read, the first stage of the Packing can start up to 4 weeks out from the move. This next stage is for about 1 week out.

Go back to the **Home Packing System** section and continue on from where you left off. You'll find all of the instructions over there



Cleaning

Have you also done the cleaning for the rooms in Stage 2?

If you have then put a great big satisfying tick in the box and have a well earned cuppa! Good work! The next part is the most fun of the whole move ...



Shopping List

With all of the work you have done in Stages 1 & 2 you would have a very keen idea of what sort of things you might need for your new place

You've got plenty on and you probably don't fancy spending 14 hours in a queue at a huge department store and then another 73 hours looking for your car in the car park

I have a solution—a catalogue full of household goods all at Australia's best prices all delivered directly to your door

Once you've filled out the **Shopping List** you can simply fax it to us and I will provide a quote for everything to be shipped to your new place on moving day (or whenever you want). Alternatively, you can just call me or even place your order online. Head over to the **Shopping List** and you'll see all the details there

Too easy!



Miscellaneous

OK, you're well under way now. The move should be going well. What some people tend to do at this point is to get a little buried. They get so heavy on the big things that the little things start falling through the cracks. A move doesn't go bad because you forget to bring your furniture with you. A move goes bad because you forget to organise the extra boxes or you forget the insurance or some other small detail. This section is a reminder about all of those little things. Things that will complete the move and have you arrive with your life in tact

It'll be tempting to overlook some of these things as trivial but don't. These small things can unseat an otherwise solid move

All of these things can be done **about 1 week before the move**

□ Confirm

Pop your head up and get in touch with others that are involved in your move and confirm that everything is still good to go. Do the following things:

- call the removalist and confirm the following details—
 - moving times (ask what time they expect to finish and leave your old home) refer to your Dashboard and adjust the times if necessary
 - address details for current and new homes
 - alert them if any of your requirements have changed
(Make this call. They will appreciate it and it could save you a lot of cash)
- If you are using a rental truck, call them and confirm the booking time or change the vehicle if your requirements are now different

□ Carpet Cleaning

Unless you are a professional carpet cleaner yourself then it's most likely that you will need to hire a cleaner for your carpets. Most landlords demand it as part of the lease. Because I know that you'll need this, I have included their phone number just here for your reference: Electrodry 1300 134 197

When you have booked them add the date to your Dashboard

TIP: You know how I said that you should do this in order? Well if you've followed my suggestions then you would have just gotten off the phone with the removalists after confirming their timing with them. Now, ask the cleaners to come on moving day and time it so that they arrive just as the removalists (or you) are finished packing the truck / car / trailer / wheelbarrow / etc

□ Insurance

You will need insurance for your new home. Plus, you will need to expire the insurance on your current home once you leave. Go to www.canstar.com.au where you can compare insurers, their prices and policies

□ Accounts

A lot of things change when you move. You open accounts, close accounts, change providers ... In the hurry of things you can easily overlook important things like paying your bills or finalising your accounts. I've put together a list of the sort of things that you are likely to have accounts for that may change in the course of

your move. Have a look over this list. If there's anything that applies to you then clear up these accounts before you move on (these are the ones that are not covered when you disconnect and reconnect your utilities):

- Newsagents / paper delivery
- Video library
- Gym
- Sports club membership
-
-
-
-

□ Returns And Repossessions

There will surely be things in your home that are not yours just like there will be things in other people's homes that are yours! It's time to square the ledger. I've got a list for you here that suggests a few things that may need to get returned or repossessed before you move out. I know you're busy and these things seem a bit trivial and I know you want to get to them later but, please, take the time. You'll be so glad you did. (Complete the list yourself and cross them off as you go)

- DVDs from the video shop
-
-
- Books from the library
-
-
- Hey, who's got my belt sander?
-
-
-
- Has Kelly still got my cake tin?
-
-
-

□ Prepare Your Lifeboat

OK, you're about a week out. You're starting to see everything diminish around you. The boxes are getting packed and you're feeling things come to an end. Well, your life doesn't stop. You still need the utilities and comfort that you're used to. You need a Lifeboat. This is what I call the little box that I carry around with me towards the end of the move. It's got all of my important stuff that helps me get through this. I've prepared the list of essentials that you'll need to set aside for the move period. I call it the Lifeboat and you'll thank me for this later! Turn to the page titled 'Lifeboat' and start preparing yours now

Done? Great! Don't forget to tick the box on the left above. This completes an important part of the whole process. You're organised, clear-headed and ready for some more Packing and Cleaning!!



Packing And Cleaning

This stage of the process occurs on or just before move-out day

Go back to the **Home Packing System** and finish Stage 3

TIP: Have you (and the removalists) initialled the sheets at the bottom? Don't let your precious stuff leave until that's done

You ought to be pretty stoked by now. You've packed up your whole house. You've left it sparkling and you're ready to set off. Great work mate! Tick the box, it's smoke-o time!



sob ... sob ... Leaving Time

Well, it's almost done. It's almost only a memory. Take a look around. It's been a big part of your life and it's coming to an end. It's a sad time. It is. But it's just the beginning of your new life in your new home and you'll create brand new memories once again. So, wipe off those tears, grab a glass of champagne and toast the adventure!

Oh, before you go, there's just a couple of last things to do:

Switch Off

You don't want any leaks, fires or extended electricity bills so when you're leaving it's important to check that the following things are turned off:

- Gas—go to your gas meter outside the property and turn the tap hard off
- Electricity—go to your fuse box (usually located near the front door) and switch the 'Main Power' switch to OFF
- Water—find your water meter at the front of the property and turn this tap hard off

Close And Lock

When you go out at night you'll usually lock the door behind you but you'll sometimes leave a window ajar for fresh air or maybe the key on the back porch, just in case. This time though we're leaving for keeps! So you need to lock everything completely. Here's a little reminder list:

- Deadlock on all doors—laundry door, back door, front door, balcony doors
- Locks on all windows
- Security system on (careful—if this is a back-to-base alert system then turn it on but if it relies on the occupant to hear it and reset it then it's probably a better idea to leave it off)

Are you leaving a fridge behind?

- If so, leave it off and ajar. Even if you know the property will be vacant for only a day or so

Well, that's it! You're out! It's been tough but you've gotten through it. Great work mate! Tick this box, blow a kiss and jump in the car. We're off!!!

MOVING IN!

WELCOME!!!

You've arrived at your new place. This is brilliant! You've got everything organised, you're feeling good and you're looking forward to a quick run through the move-in process so you can get back to life as you knew it before you met me 😊

Well, as you should expect by now, I've got something just for that. I've got cleaning, unpacking exploring and renewing lists already prepared for you. They'll set you up and get you established quick smart. Look forward to the Renewing process. It's where you get to discover all the new things in your area and perhaps do a little retail therapy ...

Cleaning

DONE!

I know, I know—it should already be clean, right?! Well, yes. However, not everyone sees things the way you and I do and some people have been known to leave places in an absolutely sorry state when they walk out. Plus, this is going to be about the only time that you'll have the space, time and ... well, me to help you so you may as well make the most of the situation and get the new place sparkling before you lay down your roots

This is a box you can tick as you inspect your new place. Take a tour of the new place with the white gloves on and make sure that it meets your high standards

Done? Great! Now it's time to make this place yours! Tick the box above and then let's start unpacking!!

The Great Unpack!

DONE!

Unpacking is certainly not as hard as packing but let's not make it take longer than it should, right? Below I've included some great tips (if I do say so myself 😊) on how to get through this process quickly and with as little strain as possible. Follow along, you'll be feet-up in no time!

Inventory Check

Go to the **Home Packing List** and tick off the items that you expected to arrive with you.

TIP: Best to do this before the removalists leave in case there's any discrepancy.

Explore And Renew!

Now you really are in the pleasure zone! Finally, you've got your stuff in place, you've got your towels on the towel racks again and you're sleeping in your own bed. So you part the curtains and you look out at the new environment. There are so many things to see and do. Some are the important things like schools for the kids and opening bank accounts etc. but some others are a lot more fun like finding the best cafés, clothes shops and bars

I wouldn't really be your mate if I left you before the move really was complete so I've tried my hardest to provide a list of as many things as I can think of to help you explore your new neighbourhood and find the best it has to offer. Below you'll

see a list of the things that you might like to consider. It's not a checklist, there's no ticking required (for a change) because not all of these things are mandatory, of course. However, I really hope you find some value in what I've put together

Banks

Below I've included a website that includes a directory of all of the major Australian banks. You probably know who you want to bank with but this site might just help you find your new local branch
www.afsd.com.au/banks1.html

Schools

Here is a website that lists all of the schools around Australia: www.australianschoolsdirectory.com.au

Gym

Do you work out? If you've done any of the moving yourself it would sure feel like you've been working out recently. Don't let a move disrupt the hard work you've put in at the gym already. Fitness First have got a club nearby most parts of Australia. Go to www.fitnessfirst.com.au and see whether there's one near you

Council

It's highly likely that at some point you'll need to have an interaction with your local Council. Here is an information source that can help you locate yours—www.alga.asn.au/links/obc.php

Relax!

One of the first things you will want to do is to sit back in the comfiest couch and spend some quality screen time. It used to be so easy too. You knew exactly where the video store was and they probably even knew you. Well, now's the time to fire up a new relationship with them. Visit Video Ezy at www.videoezy.com.au to find your store and they'll have you reclining in no time

I Still Haven't Unpacked The Dishes

Well, that's not the way your Moving Mate told you to do it but you're allowed a little latitude. So, with no dishes and probably no cutlery there's only one solution—PIZZA!!!
There's a few you could call—1300 Dominos, 1300 Pizza Hut but my favourite is Eagle Boys on 131 433

See Ya Later Folks!

That's it, we're done. You were absolutely awesome!

I really hope you have a bloody great time in your new place and if you ever decide to move again, well, you know where to find me. Maybe by then I've even learnt a few new tricks!

Thanks for letting me be a part of this for you. I appreciate your trust and your confidence in me. I hope I was helpful

As always, I'm your mate Bill, and I'm here whenever you need me

Ooroooh!

~Bill

FLOOR PLANS

You've heard me bangin' on about how important these are so I'm going to save you any more carry on. Let's just get into it

Here are the steps you need to follow:

1. Legend

No, I'm not talking about me 😊 I'm talking about the symbols that you'll use to show your things on the plans. You can see them below. These will add some consistency to your work. It won't make you an architect but you don't need to be. Use these symbols to show the items and where they go on both plans. If there is not a symbol for something, feel free to make it up as you go

Each item must have a descriptive label next to it on your plans though eg. Green leather sofa, single bed, white marble table

2. Complete Your Current Home Plan

3. Complete Your New Home Plan

! You don't have to use the forms provided. If you want just go freestyle then that is fine. Just make sure you do them though!

Legend



table / desk / drawers

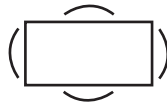


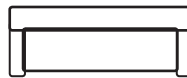
table with chairs



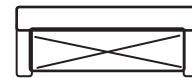
bed



tv



couch / sofa



sofa bed



table

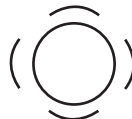


table with chairs



microwave



cabinets / shelving



end table



coffee table

CURRENT HOME PLAN

Garage	Attic / Basement / Other
First Floor	
Second Floor	

Garage	Attic / Basement / Other
First Floor	
Second Floor	

NEW HOME PLAN

HOME PACKING SYSTEM

Packin', Cleanin' & Labellin'

Welcome to my Home Packing System! This is a really powerful tool for your move. It combines inventory tracking, a labelling system, cleaning schedule and instructions for movers on the placement of goods. Trying to move without this is like smashing your head against the pavement—it's only funny for someone watching. Before you start packing you need to read the instructions below that shows you how the system works. Follow these steps and you'll be apples!

1. The Tables

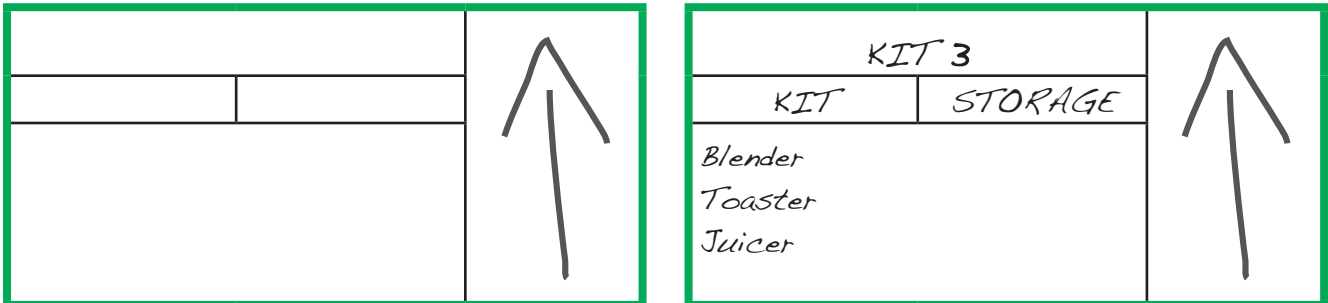
Read the section below titled 'The Tables Explained' then come back to Step 2

2. Room Id Numbers

Now that you're familiar with the Room ID numbers, go back to the Floor Plans and mark each room on the Current Plan and the New Plan with their corresponding Room ID numbers. Then continue on to Step 3

THE LABELLING METHOD

When you pack a box draw this label on the outside of each one:



See the sample one I've completed and follow the points below:

- KIT3 - this is the Box ID Number
- KIT - (From) this is where the box started
- STORAGE - (To) this is where the box is going
- Blender etc - (Contents) this is what's in the box
- Arrow - points to the top of the box, keeping it upright

If we have sent you this guide there will be some sticky labels in the back to use. If any of you need more you can just call us and we will send some more out to you - 1800 287 437

3. Do Your First Room / Area

Go to Stage 1 below. Pick the first room / area and get started

1. Pack everything into boxes that needs to go into boxes
2. Label the boxes
3. Complete the table below for that room / area
4. Continue on to the next one until you complete Stage 1 😊😊😊

4. Cleaning

Only clean a room after it has been completely packed up. My best advice is – don't clean until you have finished each stage

The Tables Explained ...

Have a look at the tables in 'Stage 1' then come back here. I'll wait ...



HEADING	EXPLANATION
Room / Area	We have created tables for each area in the typical house and then left 3 tables for you to make up your own rooms or areas if you have things out of the ordinary. If you find that you still need more then just photocopy one of the pages and add more
Room ID Current Floor Plan	Each room has its own ID—a 3-letter abbreviation of the room’s name eg Kitchen is KIT. Note: What you need to do is label each room in your Current Floor Plan with each room ID. You will do this in Step 2
Item / Contents	‘Item’ refers to an item that is ready to be shipped however in the case where there are various items packed in boxes then the word ‘Contents’ refers to the contents in the box
Box ID Number	Each box needs to be given a Box ID Number so it can be traced. The Box ID Number is just a number tacked on to the end of the Room ID. For example, if there were 2 boxes of stuff from the Lounge you would have LNG1 & LNG2. You’ll see more about this in Step 3 above
Moving	Is it coming with you? If so, place a tick in this box. That’s all
New Room ID New Floor Plan	Where is the item or the box going? Which room? In Step 2 you will write the Room ID on your New Floor Plan and then whatever you write in here will be instructions to the movers (even if it’s your kids) as to where they should put each thing. No more “where does this go?!”
Arrived / unpacked	Did it arrive? Has it been placed correctly and taken from its box? If yes, then tick this box. This is your tracking device. It’s super important
S G C T	<p>If it’s not coming with you then it’s going to one of the following 4 places:</p> <p>S—Storage—the movers can look at your dashboard for the storer’s address and take it there</p> <p>G—Garage Sale—this will help you prepare for your Garage Sale, if you’re going to have one</p> <p>C—Charity—the mover’s can look at your dashboard for drop-off details for the charity</p> <p>T—Trash—It doesn’t really matter where it ends up. It’s just no coming with!!</p> <p>When you are packing each room you need to decide where each item is going and mark that on the table. It’s a great process of elimination. Remember: It’s easier to get rid of it than to carry it!</p>

Room / Area	Room ID Current Floor Plan	Item / Contents	Box ID Number	Moving	New Room ID / New Floor Plan	Arrived / unpacked	S G C T
Lounge	LNG	Dark Brown Leather 3-seater Couch		X	LNG	X	
	LNG	Coffee Table		X		X	S
	LNG	Books, Magazines, 2 beige sofa pillows	LNG1	X	LNG	X	
	LNG	2 x purple rugs				X	T
	LNG	Brown and white lamp + base			FAM	X	G
	LNG	DVD Player, DVDs, CDs, cables for home theatre	LNG2	X	MBR	X	
	LNG	Black Entertainment Unit with glass sliding front		X	LNG		
	LNG	32" Samsung TV				X	G
	LNG	Green Reclining Velvet single seater couch				X	C

I want you to get used to how this works. See if you can spot the following things in the above table (it's a little practice run):

1. The Dark Brown Couch is being moved from the lounge in the old place to the lounge in the new place
2. I'm going to put the coffee table into storage for now
3. A box full of books and stuff is going from one lounge to the next
4. The old dirty purple rugs are goin' straight in the trash
5. The brown and white lamp is going to the Family room in the new place
6. We're setting up a TV in the new Master Bedroom so I want the box with the DVD player and the cables in there

7. We've finished this move but the entertainment unit has not arrived (what the ...?)
8. When I did the packing I decided that the little 32" TV should be sold at the Garage Sale
9. I also decided that I'd give the old green recliner to charity so the movers dropped that off on the way to the new place
10. The storage place confirmed that the coffee table arrived safely
11. I sold that TV at the Garage Sale
12. The charity place confirmed that the couch had arrived there
13. Sure enough, those dirty ol' rugs found their final resting place, in the trash!

 **Once you've read this, head back to Step 2, above**

STAGE 1

! These stages break up the move by first packing those rooms that get used the least. For example, you should pack up your storage areas first. This stuff is in a cupboard not being used!

Room / Area	Room ID Current Floor Plan	Item / Contents	Box ID Number	Moving	New Room ID New Floor Plan	Arrived / Unpacked	S G C T
Storage Cupboard 1	SC1						
	SC1						
	SC1						
	SC1						
All the contents in this room are either in boxes or ready to load for shipping. This room is ready to be cleaned							
This room has been cleaned and is ready for the white-glove treatment!							

TIP: Don't commence the cleaning process before you finish all of Stage 1

Room / Area	Room ID Current Floor Plan	Item / Contents	Box ID Number	Moving	New Room ID New Floor Plan	Arrived / Unpacked	S G C T
Storage Cupboard 2	SC2						
	SC2						
	SC2						
	SC2						
All the contents in this room are either in boxes or ready to load for shipping. This room is ready to be cleaned							
This room has been cleaned and is ready for the white-glove treatment!							

Room / Area	Room ID Current Floor Plan	Item / Contents	Box ID Number	Moving	New Room ID New Floor Plan	Arrived / Unpacked	S G C T
Storage Cupboard 3	SC3						
	SC3						
	SC3						
	SC3						
All the contents in this room are either in boxes or ready to load for shipping. This room is ready to be cleaned							
This room has been cleaned and is ready for the white-glove treatment!							

 **Items NOT in boxes obviously don't need a Box ID Number. They are an 'Item' (not necessarily in a romantic way)**

Room / Area	Room ID Current Floor Plan	Item / Contents	Box ID Number	Moving	New Room ID New Floor Plan	Arrived / Unpacked	S G C T
Outdoor	OTD						
	OTD						
	OTD						
	OTD						
All the contents in this room are either in boxes or ready to load for shipping. This room is ready to be cleaned							
This room has been cleaned and is ready for the white-glove treatment!							

Room / Area	Room ID Current Floor Plan	Item / Contents	Box ID Number	Moving	New Room ID New Floor Plan	Arrived / Unpacked	S G C T
Attic / Basement	ATB						
	ATB						
	ATB						
	ATB						
All the contents in this room are either in boxes or ready to load for shipping. This room is ready to be cleaned							
This room has been cleaned and is ready for the white-glove treatment!							

Room / Area	Room ID Current Floor Plan	Item / Contents	Box ID Number	Moving	New Room ID New Floor Plan	Arrived / Unpacked	S G C T
Miscellaneous 1	MS1						
	MS1						
	MS1						
	MS1						
All the contents in this room are either in boxes or ready to load for shipping. This room is ready to be cleaned							
This room has been cleaned and is ready for the white-glove treatment!							

Room / Area	Room ID Current Floor Plan	Item / Contents	Box ID Number	Moving	New Room ID New Floor Plan	Arrived / Unpacked	S G C T
Garage	GRG						
	GRG						
	GRG						
	GRG						
All the contents in this room are either in boxes or ready to load for shipping. This room is ready to be cleaned							
This room has been cleaned and is ready for the white-glove treatment!							

 **This bedroom is usually a spare bedroom, not being used. You can't kick the kids out of their room just yet. Wait until Stage 2!**

Room / Area	Room ID Current Floor Plan	Item / Contents	Box ID Number	Moving	New Room ID New Floor Plan	Arrived / Unpacked	S G C T
Bedroom 1	BR1						
	BR1						
	BR1						
	BR1						
All the contents in this room are either in boxes or ready to load for shipping. This room is ready to be cleaned							
This room has been cleaned and is ready for the white-glove treatment!							

! You'll see a few blank tables. These are obviously for those that have different or extra rooms than what we've allowed for

Room / Area	Room ID Current Floor Plan	Item / Contents	Box ID Number	Moving	New Room ID New Floor Plan	Arrived / Unpacked	S G C T
All the contents in this room are either in boxes or ready to load for shipping. This room is ready to be cleaned							
This room has been cleaned and is ready for the white-glove treatment!							

Room / Area	Room ID Current Floor Plan	Item / Contents	Box ID Number	Moving	New Room ID New Floor Plan	Arrived / Unpacked	S G C T
All the contents in this room are either in boxes or ready to load for shipping. This room is ready to be cleaned							
This room has been cleaned and is ready for the white-glove treatment!							

! I hate to have to tell you but ... you've got to do the cleaning. It goes: (1) pack (2) ready to be cleaned (3) clean. It sucks but it's just gotta be done

! Finished? Well done!!! You've got this well and truly moving. Now, head back to the Checklist for Champions to get your next task

STAGE 2

Room / Area	Room ID Current Floor Plan	Item / Contents	Box ID Number	Moving	New Room ID New Floor Plan	Arrived / Unpacked	S G C T
Bedroom 2	BR2						
	BR2						
	BR2						
	BR2						
All the contents in this room are either in boxes or ready to load for shipping. This room is ready to be cleaned							
This room has been cleaned and is ready for the white-glove treatment!							

Room / Area	Room ID Current Floor Plan	Item / Contents	Box ID Number	Moving	New Room ID New Floor Plan	Arrived / Unpacked	S G C T
Bathroom 2	BT2						
	BT2						
	BT2						
	BT2						
All the contents in this room are either in boxes or ready to load for shipping. This room is ready to be cleaned							
This room has been cleaned and is ready for the white-glove treatment!							

Room / Area	Room ID Current Floor Plan	Item / Contents	Box ID Number	Moving	New Room ID New Floor Plan	Arrived / Unpacked	S G C T
Dining Room	DRM						
	DRM						
	DRM						
	DRM						
All the contents in this room are either in boxes or ready to load for shipping. This room is ready to be cleaned							
This room has been cleaned and is ready for the white-glove treatment!							


Room / Area	Room ID Current Floor Plan	Item / Contents	Box ID Number	Moving	New Room ID New Floor Plan	Arrived / Unpacked	S G C T
Lounge	LNG						
	LNG						
	LNG						
	LNG						
All the contents in this room are either in boxes or ready to load for shipping. This room is ready to be cleaned							
This room has been cleaned and is ready for the white-glove treatment!							

Room / Area	Room ID Current Floor Plan	Item / Contents	Box ID Number	Moving	New Room ID New Floor Plan	Arrived / Unpacked	S G C T
Family	FAM						
	FAM						
	FAM						
	FAM						
All the contents in this room are either in boxes or ready to load for shipping. This room is ready to be cleaned							
This room has been cleaned and is ready for the white-glove treatment!							

Room / Area	Room ID Current Floor Plan	Item / Contents	Box ID Number	Moving	New Room ID New Floor Plan	Arrived / Unpacked	S G C T
Miscellaneous 2	MS2						
	MS2						
	MS2						
	MS2						
All the contents in this room are either in boxes or ready to load for shipping. This room is ready to be cleaned							
This room has been cleaned and is ready for the white-glove treatment!							

Room / Area	Room ID Current Floor Plan	Item / Contents	Box ID Number	Moving	New Room ID New Floor Plan	Arrived / Unpacked	S G C T
All the contents in this room are either in boxes or ready to load for shipping. This room is ready to be cleaned							
This room has been cleaned and is ready for the white-glove treatment!							

Room / Area	Room ID Current Floor Plan	Item / Contents	Box ID Number	Moving	New Room ID New Floor Plan	Arrived / Unpacked	S G C T
All the contents in this room are either in boxes or ready to load for shipping. This room is ready to be cleaned							
This room has been cleaned and is ready for the white-glove treatment!							

 **Even if you send an item to the trash, storage or whatever, you still need to mark that it got there by placing a tick in the 'Arrived / unpacked' box**

STAGE 3

Room / Area	Room ID Current Floor Plan	Item / Contents	Box ID Number	Moving	New Room ID New Floor Plan	Arrived / Unpacked	S G C T
Bedroom 3	BR3						
	BR3						
	BR3						
	BR3						
All the contents in this room are either in boxes or ready to load for shipping. This room is ready to be cleaned							
This room has been cleaned and is ready for the white-glove treatment!							

Room / Area	Room ID Current Floor Plan	Item / Contents	Box ID Number	Moving	New Room ID New Floor Plan	Arrived / Unpacked	S G C T
Master Bedroom	MRB						
	MRB						
	MRB						
	MRB						
All the contents in this room are either in boxes or ready to load for shipping. This room is ready to be cleaned							
This room has been cleaned and is ready for the white-glove treatment!							

Room / Area	Room ID Current Floor Plan	Item / Contents	Box ID Number	Moving	New Room ID New Floor Plan	Arrived / Unpacked	S G C T
Master BR Ensuite	MBE						
	MBE						
	MBE						
	MBE						
All the contents in this room are either in boxes or ready to load for shipping. This room is ready to be cleaned							
This room has been cleaned and is ready for the white-glove treatment!							

Room / Area	Room ID Current Floor Plan	Item / Contents	Box ID Number	Moving	New Room ID New Floor Plan	Arrived / Unpacked	S G C T
Laundry	LDR						
	LDR						
	LDR						
	LDR						
All the contents in this room are either in boxes or ready to load for shipping. This room is ready to be cleaned							
This room has been cleaned and is ready for the white-glove treatment!							

Room / Area	Room ID Current Floor Plan	Item / Contents	Box ID Number	Moving	New Room ID New Floor Plan	Arrived / Unpacked	S G C T
Kitchen	KIT						
	KIT						
	KIT						
	KIT						
All the contents in this room are either in boxes or ready to load for shipping. This room is ready to be cleaned							
This room has been cleaned and is ready for the white-glove treatment!							

Room / Area	Room ID Current Floor Plan	Item / Contents	Box ID Number	Moving	New Room ID New Floor Plan	Arrived / Unpacked	S G C T
Miscellaneous 3	MS3						
	MS3						
	MS3						
	MS3						
All the contents in this room are either in boxes or ready to load for shipping. This room is ready to be cleaned							
This room has been cleaned and is ready for the white-glove treatment!							

My initials say that all goods on this list have been loaded for shipping	Owner of goods		Mover	
	Date		Time	

SHOPPING LIST

People are more likely to purchase household goods when they move house than at any other time. There are typical purchases that arise when people do a little stocktake and decide once and for all that the old, electric blue, velvet couch is just not cool any more or, more likely, the fridge doesn't fit the new space etc

Here's a couple of questions for you that might provoke a thought about things you need:

1. Do you have any additional rooms that you don't have furniture for?
2. Does your fridge fit the new space?
3. Have you got room on the kitchen bench for a coffee machine?
4. Have you considered converting a spare room to a home theatre?
5. Do you need to upgrade your furniture to match the new carpet?
6. Will your old laundry equipment fit the new place?
7. Do all of your electric appliances match the electrical points at the new place?

Below you can list all of those things that you need to purchase and then follow the instructions beneath that and you can have them delivered directly to you all for way less than you would pay at any other store

'Item'—the basic description eg fridge

'Requirements or model number'—If you know exactly which product you are after then include the model number here.

If not then write down what requirements it needs to meet and we will propose the best solution for it

ITEM	REQUIREMENTS OR MODEL NUMBER
eg Fridge	eg 1600mm high x 600mm deep x 500mm wide

When you have completed this list you can:

- call us on 1800 287 437 and place your order over the phone
- place the order online. Go to <http://connectnow.shopcatalogue.com.au/>
- complete the details below and then fax this sheet to us on 03 9646 6999

NAME: _____ MOBILE #: _____


EVERYBODY! WE'RE MOVING!

PERSON / ORG'N	SERVICE / RELAT'SHIP	CONTACT-EMAIL / PH	DONE!
	Your boss		
	Bank		
ATO	Tax Office		
ASIC	Company Compliance		
School (1)			
School (2)			
Driver's License			
AEC	Voter Registration		
	Doctor		
	Dentist		
	Lawyer		
	Accountant		
	Insurers		
	Subscription (eg mags)		
	Subscriptions		
	Services (eg gardener)		
	Services		

 Call us, we'll do all of this for you for \$25—1800 287 437

HOOK ME UP!

Fill out the list below before you start making the calls. Use the notes section below to keep a track of the conversations too

 **Write your account numbers down in the space provided before you start making the calls. They will all ask you for them. In most cases they will appear on the top right area of your last bill**

ORG'N	SERVICE	YOUR ACCOUNT #
	Water	
	Gas	
	Electricity	
	Phone	
	Foxtel	
Notes		

 **Get in touch with us. We'll handle this whole process for you. Call us on 1300 554 323 or just go straight to www.connectnow.com.au**

YOUR LIFEBOAT

In your box-packing fury you may be tempted to throw in your wallet, keys and every piece of underwear and then seal it all up and put it on a truck. **TIP:** Don't do that!

Here's a list that I've prepared for you that covers all of those things that you need to put into a separate space that does not get packed. It should stay with you throughout the whole move. No doubt, you'll need some or all of these things at some point. You can also add anything else you may think of down the bottom

Check off the items on the list as you place them into a box

ITEM	CHECK!
Laptop and charger	
Mobile Phone(s) and chargers	
Note Pad	
Pens	
First Aid Kit	
Towels	
Toiletries	
Toilet Paper	
Cleaning Basket—Paper Towel, rags, brushes, mops and cleaning solutions	
Keys to old home	
Keys to new home	
Wallet	
Watch	
Torch	
A good book or magazine	
1 x change of clothes for each person moving for each day in transit	
Kettle, Tea, Coffee, Sugar, Mugs, Spoons	
1 x Water bottle for each person moving	
Rubbish bags	

PROFESSIONAL PACKING TIPS

Now, I've got you covered with Bill's patent-pending Home Packing System 😊 but you're still in charge of getting the stuff into the boxes

I've put together a list of tips that'll make packing less pain and more gain. Here they are for you:

How To Pack

Appliances

Wrap small appliances in inkless newsprint or your kitchen towels or linens. Tape the bottom of a medium box securely and put down a layer of inkless newsprint for padding. You can pack several small appliances to a box. For large appliances, make sure you check your owner's manual for any special instructions before you start to pack. Make sure the inside and outside of all appliances are clean. You can stuff the inside of some appliances, such as washing machines and dryers, with towels or linens. Tape down any parts that could come loose -- the burners on your stove, the electrical cords, etc. Wrap the appliance with furniture pads and tie securely.

Art and collectibles

Put Corrugated Corners on and wrap each piece in bubble wrap. Pad the bottom of a large box with crumpled inkless newsprint. Give the items plenty of space, and make sure you add lots of packing material on the sides, between items and on top. Remember to label the box "fragile."

Books

Use only small boxes for books -- they get very heavy, very fast. You can use small paperbacks to fill the sides of the box if there is extra space

Clothing

This is where wardrobe boxes come in handy. You can move clothing on hangers straight from your closet to the wardrobe boxes. Clothing in drawers should be packed in suitcases or boxes.

Electronic equipment

Ideally, you should pack electronic equipment such as stereos, TVs and computers in their original boxes with their original packing material. If this is unavailable, wrap the equipment in plastic bags. Wrap each piece in bubble pack and pack in a heavy duty box

Furniture

If you can, take your furniture apart in any way to make it easier to move, make sure you put all nuts, bolts and screws in a small zip-lock bag and tape the bag to the furniture. Tape drawers shut where necessary. Wrap exposed legs (on tables and chairs) in bubble wrap or inkless newsprint. Wrap in furniture pads and tie securely.

Kitchenware

Wrap breakable items in bubble wrap or inkless newsprint. Put layers of bubble wrap between each plate or bowl. Fill the top bowl with crumpled inkless newsprint. Make sure you put the heavier items on the bottom of the box. Wrap nonbreakable items in inkless newsprint before packing in a box. Separate delicate items

Mirrors and framed art

Tape an X of masking tape across mirrors and paintings framed with glass. Wrap each item in bubble wrap. You can use our shipping cartons for these pieces. Make sure you label everything fragile.

Packing Supplies, Labeling & Packing Tips

Keep the following supplies handy for packing:

- Boxes, marking pen, bubble wrap, newspaper and tissue, Tape and scissors, Tape measure
- Use strong boxes and containers that can be secured tightly. Purchase special boxes for dishes, wardrobe and other special items
- Pack audio-video equipment in their original boxes. Label cables and tighten transit screws. If removing screws, tape them to the objects they are removed from
- Avoid loading more than 20 kg into one box
- Cushion contents with packing material such as bubble wrap, newspaper or tissue. Save room by using towels and blankets to wrap fragile items
- Pack books tightly on end in small boxes. If musty smelling, sprinkle talcum powder between the pages and wrap the book before packing. Leave stored for a couple of months to eliminate the smell
- Have rugs and draperies cleaned before moving and leave them in wrappings for the move
- Pack medicines in a leak proof container
- Carry all valuables with you

How To Pack Boxes

Select the proper size and type of box

Heavy items such as books, record albums, canned food, etc. should be put in smaller cartons. Some items such as large pictures, mirrors, glass tops and shelves, clocks and mattresses may require special boxes

Packing of some items is optional on local moves:

When you are moving locally some items do not necessarily need to be packed. Items such as mirrors, large pictures and mattresses can usually be transported safely for short distances without packing. Generally, these items should be packed for long distance move and for shipments moving into storage. Lamps and lampshades should always be packed

Tape the bottom of cartons

Taping the bottom of cartons before filling them prevents the contents from spilling out the bottom during the move

Heavy items on the bottom/light items on top

In each carton the heavier items should be placed at the bottom and the lighter items on top to prevent damage

Use a lot of paper

All breakable items should be wrapped individually in paper. Paper should be used to cushion the bottom, sides and top of cartons

Place breakables correctly in carton

Plates should be stacked vertically as if in a dish drain; glasses and stemware should be placed in an upright position; again, use plenty of paper on all fragile and breakable items

Correctly fill boxes

Fill all boxes to the top without overfilling. Boxes with items sticking over the top cannot be properly closed or stacked; boxes that are underfilled tend to crush when stacked. Always make sure each box is filled totally to the top before closing. A small space at the top can be filled with paper, a towel, a blanket or other similar items

Close boxes and seal shut with tape

Boxes should be closed-top and sealed with tape to prevent damage and make stacking easier

Stack boxes

Time will be saved on your move if you arrange boxes in stacks of similar sized cartons four to five feet high. This enables the boxes to be easily trolled from the house to the truck

What Not To Pack

Not everything in your home should be packed up in boxes to move to your new one. There are some things movers won't transport or move for you because rules and regulations forbid it. There are some things you should not try moving yourself, and some things you should not take with you at all for safety reasons. This section will help guide you

Hazardous Materials

Dispose of hazardous materials, do not pack them up in boxes for movers to take to your new home. It is dangerous and illegal for movers to transport them. Give them away to neighbors or call your local waste management center, recycling company or The Environmental Protection Agency about how to safely dispose of them

Important Papers and sentimental Items

Things of importance and information you need on hand should be carried with you, not moved by movers. These may not have much of a monetary value, but they could be very difficult to replace or be irreplaceable