

EXECUTIVE TRANSFER & STORAGE

BE INFORMED

1299 Boltonfield St. / Columbus, OH 43228
(614) 870 3371

BE AN INFORMED CUSTOMER.

- Check with the Better Business Bureau.
- Before moving, understand your estimate. Read your rights and responsibilities. Ask about valuation & high value inventory.
- Everything must be in cartons, not bags. Bags can break and tear easily and are difficult to stack in the van. All cartons must have tops and bottoms taped closed.
- No flammable or pressurized items are permitted to be moved. It is very dangerous because of the risk of explosion. Items such as paints, turpentine, bleach, cleaning fluids, or dangerous liquids that might spill and damage goods should be disposed of properly.
- Have something special to occupy your children while the packers and loaders are working. Many times the movers cannot see a child while carrying a large piece of furniture. Children are never permitted on the van.
- You or an authorized representative must be present during packing, loading, and delivery of your household goods. Tag items not to be moved with a bright colored post it note or place them in the bathtub and alert the movers.
- The carrier cannot be responsible for removing items that are screwed, bolted, or attached to any surfaces in the home.

Please be sure that all utilities, including the telephone, are still in service when your move is taking place. Don't pack your phone. Take it with you, even if you are relying on a cell phone.

Items neither the carrier nor your insurance company can assume responsibility for include:

Birth Certificates	Jewelry Furs	Computer software	Currency
Bank records	Stocks	Bonds	Tax Documents
Medications	Titles	Deeds	
Eye glasses	Keys	Coin/Stamp collections	

(Please plan on taking these items with you.)

Take all plants with you in your own vehicle. Don't wait to water them the night before the move.

When your packing and loading is complete, please take the time to walk through your home and make sure we have removed all items before the driver leaves the residence.

When your shipment is delivered, it is extremely important to check off the inventory sheets to be sure that each piece has been received.

If there are any damages to note, do so on the actual bill of lading before the driver leaves your residence.