

- Verify any travel arrangements you have made for you and your family.
- Verify your payment arrangements with your Arpin Van Lines' representative. Also confirm all addresses and telephone numbers.
- If you have hired Arpin Van Lines to pack for you, make sure you are present throughout the process. Identify to the packers any items for which you want special attention.

Notes

Day Prior to Moving Day

- Finish packing your "first night box" and mark it "OPEN IMMEDIATELY." Plan on taking the box of items you will need as soon as you arrive at your new home with you, or plan on notifying the driver that you'll need the box upon arrival.
- Gather all items you are carrying with you (i.e., valuables, jewelry, irreplaceable items, etc.).
- Confirm that all boxes are packed correctly and marked correctly with your name, the room the box came from and the contents.
- Make sure any items that are permanently fixed to walls or ceilings (i.e., curtain and drapery hardware, lighting fixtures, chandeliers, ceiling fans, etc.) are removed. Our crews are not permitted to detach these items.
- If you are moving a vehicle:
 - Make sure the fuel level is between ¼ and ½ full.
 - Do not pack anything inside the vehicle.
 - Wash your vehicle prior to shipment.

Moving Day

- If there is snow or ice on the paths the movers must use, please clear it off to the best of your ability. If this is not possible, please salt or sand these paths.
- Make sure that you are present throughout the loading process to answer any questions the movers have and to give directions. If you cannot be there, make sure someone you trust is there to act as your representative. Make sure the driver has the name and address of the person you choose.
- Accompany the driver and crew leader as they perform inventory and complete the inventory forms. Make sure that the condition of your belongings is recorded correctly on the forms.
- If you are moving a vehicle, make sure you get the keys from the driver or crew leader before the truck departs. You may want to give the driver an extra set of keys, if you have them available.
- Be present when your belongings are loaded on the van.
- Prior to the movers leaving, have the driver or crew leader accompany you on a final tour of your old home. Make sure that nothing is overlooked.
- Recheck all water lines where your washer and/or ice maker were disconnected to verify nothing is leaking.
- Sign and date the inventory forms and Bill of Lading. Verify that your new address and phone number (especially where you can be reached while your belongings are in transit) are correct on the Bill of Lading. Make sure you get copies of each form.
- If needed, give the driver directions to your new home.
