



Natural Order, LLC

sustainable organizing solutions

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Stress-free Moving Preparation in Six Steps

- 1) Determine your moving day and then work backwards. Create a timeline of your move from today until the day of your move.
- 2) Get Informed. Start a moving file. Make sure you understand your rights.
 - Get 2–3 on-site estimates before choosing your mover.
 - Always get a written contract that includes all the items to be moved, all costs and charges, delivery time, delivery address, phone numbers, insurance coverage and a total cost figure.
 - Read the contract *and the fine print* before you sign.
- 3) As you get mail, make a note of the business address, magazine circulation department info, catalogs you want to continue to receive and personal contacts. Write down the addresses and keep these in one place. Two weeks out from your moving date, pick-up change of address cards and begin to fill these out.
- 4) Order or pick-up moving supplies sooner than later. You can pick up boxes locally at a U-Haul or storage facility or you can order boxes online at www.usedcardboardboxes.com or www.upack.com.

How many boxes will I need?

Rooms	1-2	2-3	4-5	6-8
Wardrobe Boxes	2	3	6	10
Large Boxes	4	8	15	25
Medium Boxes	3	6	12	18
Small Boxes	6	10	18	25
Dish Pack Boxes	1	2	3	4
Bubble Wrap	1	1	1	1
Packing Tape	1	2	4	5

Courtesy of U-Pack Moving

- 5) Take Inventory. Take photos or video and write down serial numbers, the date of purchase and purchase price if you can remember. When making your list highlight those items you plan on donating. This will make it easy to determine the value of your donations when you do your taxes in the following year. The remaining list should be duplicated and a copy should be kept in a safe place other than your home. Keep a copy of your photos or video off-site as well.
- 6) If you have already chosen your new home, draw out a floor plan (or if it is a new home you can get this from the builder). Make note of dimensions of the main rooms (living room, family room, master bedroom, etc...). Take measurements of the pieces of furniture that you intend on taking with you. Now, on the plan of your new home, draw in your furniture. This will let you know if what you want is going to fit. Make sure you have enough room between the furniture and walls to walk (typically at least 3 feet).

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