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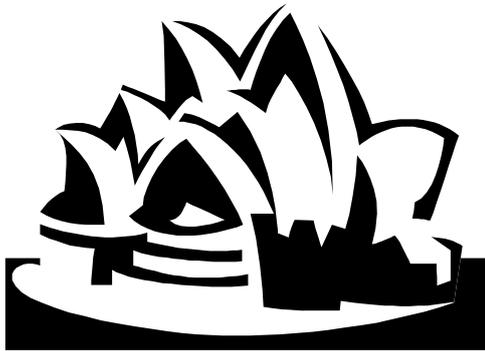
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Web: <http://www.appenzeller-transpack.ch>

## CHECKLIST

### FOR YOUR HOUSEHOLD GOODS REMOVAL





## INTERNATIONAL MOVES

### **SCHEDULING:**

We recommend that you fix as soon as possible a meeting with your Appnzeller-Transpack move co-ordinator in order to discuss the details of your move. He will counsel you on all the requirements, and will take care of all aspects to ensure a smooth and troublefree move.

### **NOTIFY CHANGE OF ADDRESS OR CANCEL:**

- Bank and/or postal accounts
- Authorities, schools, club memberships, relatives, friends
- Newspaper/magazine subscriptions
- Post office, Telephone Company, Electricity & Water Boards
- Insurance companies, Vehicle registrations, etc.

### **BABYSITTER :**

If you have small children, it would be advisable to organize a babysitter for the packdate. After an exciting stroll through the local zoo, or a day out at the neighbourhood playground, your kids will be much more relaxed on departure.

### **REFRIGERATOR/ DEEFPREEZER:**

Use up contents as much as possible. On the eve of the packdate, you should empty and defrost your refrigerator and deepfreezer.

### **HOUSE CLEANING/ HANDOVER:**

Allow min. 1 day after packing and before departure for house cleaning and handover, and make necessary arrangements well ahead of packing.



## **ON THE DAY OF PACKING:**

### **TRANSPACK CREW:**

The team leader will greet you and will ask you about any particular requirements, or any special wishes you might have. If not done so previously by the Appenzeller-Transpack office, he will give you a set of Customs, insurance and other documents, which you need to complete, sign and hand back to the team leader before their departure. From now on, all is in the hands of Appenzeller-Transpack, and you need not worry about anything anymore.

### **LETTER BOX:**

Please ensure to empty your mail box after the usual mail delivery time.

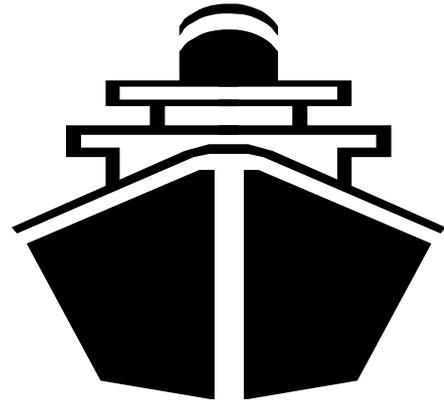
### **TOUR OF THE HOUSE:**

After everything has been packed and loaded, ensure that nothing has been left behind. Check if basement, attic, garage, garden, terraces, balconies etc. have been emptied completely? The team leader will accompany you to make sure.

### **AFTER THE MOVE:**

Shut off gas and water taps, shut down and secure roller blinds, switch out lights and electric appliances, or de-activate electricity fuses.

If you are moving out of a single family house in winter time, shut off the main water supply in order to prevent freezing of water pipes.



## **ON THE WAY**

### **NEW ADDRESS:**

Before your departure, please ensure to inform Transpack of your new address and contact telephone numbers. Should you not yet have a new address, nor telephone number, please leave us any other suitable contact phone number, such as the one at work, or the one of relatives, friends or neighbors.

### **CUSTOMS DOCUMENTS:**

If you have not done so before, please hand the Customs documents to the Appenzeler-Transpack office latest before your departure.

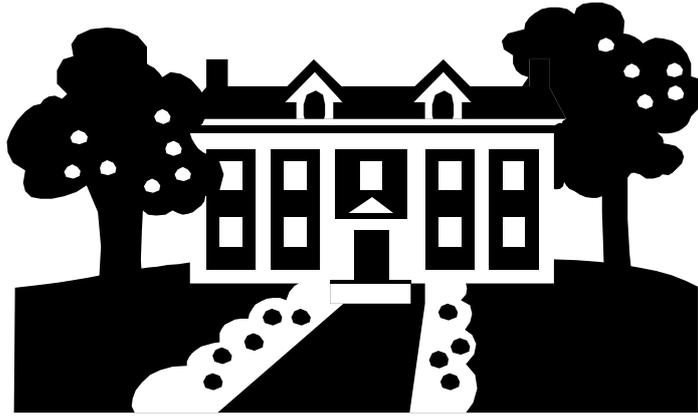
Please study the Customs regulations of your country of destination carefully, and ask the Appenzeler-Transpack office for advice in case of any questions.

### **DELIVERY AT DESTINATION**

Before your departure, Appenzeler-Transpack supply you with full contact details of the delivery agent at destination.

The agent will take care of full destination services, such as import clearance, delivery to residence, unpacking, etc.

Appenzeler-Transpack will however remain at your disposal until final delivery for any questions or concerns you might have.



## ON ARRIVAL AT DESTINATION

### **MOVING IN:**

As a first step, check on any eventual damages in your new home, and if need be, have an entry protocol issued and signed by all parties concerned.

### **NAME TAGS:**

Ensure to affix right on arrival name plates to letter box, door bell, and main entrance, so that you can easily be found right from beginning.

### **CONTACT:**

Make sure the delivery agent can contact you at all times, and schedule with him a mutually convenient delivery date. The delivery crew will be grateful for directions.

### **DELIVERY TO RESIDENCE:**

Should there be any access problem to your new residence, please inform the delivery agent in time, thus enabling him to take the necessary precautions, or make suitable arrangements, well ahead of delivery. Please ensure accessible parking for the moving van at or near your new home, and advise your neighbors about your moving in.

Instruct the team leader as to where you want what delivered.

### **FAREWELL:**

Make a last round with the team leader through your new rooms, and confirm to him if you found everything to your satisfaction.

In case of any loss or damage, please ensure to make corresponding written reserves on the delivery documents.



## **CLOSING REMARKS**

### **INSURANCE CLAIMS:**

Unfortunately, and in spite of all the precautions taken, loss or damage cannot always be avoided. Please advise us or the delivery agent immediately of any loss or damage, so that the insurance company can be notified without delay. Please inform the crew leader of any irregularities and ensure to make written reserves on the delivery documents. Please consult us or the delivery agent as to the further steps to be taken, in case of loss or damage.

### **GETTING FAMILIAR WITH NEW SURROUNDINGS:**

May we suggest you and your kids get accustomed to your new surroundings by taking your kids to their new school, by exploring the recreational possibilities, by trying out the new bus or train schedules, or by testing the new shopping centers

### **NEW NEIGHBORS:**

Your neighbors will be pleased to make your acquaintance. Introduce yourself with a small welcome present, or invite them over for an informal welcome drink.

### **OUR SERVICE:**

We hope you were fully satisfied with our service. Affirmatively, we will be grateful if you spread the word among your friends. If not, please tell us, so that we can learn from any shortcomings, and work on improving ourselves.

**Appenzeller-Transpack is striving for excellence and moves mountains, not just furniture...!**

We wish you and your family a happy and successful start in your new surroundings, and look forward to help you with your relocation needs, now and in future.  
Thank you

**YOUR APPENZELLER-TRANSPACK TEAM**