

COMMERCIAL RELOCATION TIPS

King's Transfer Van Lines Inc.

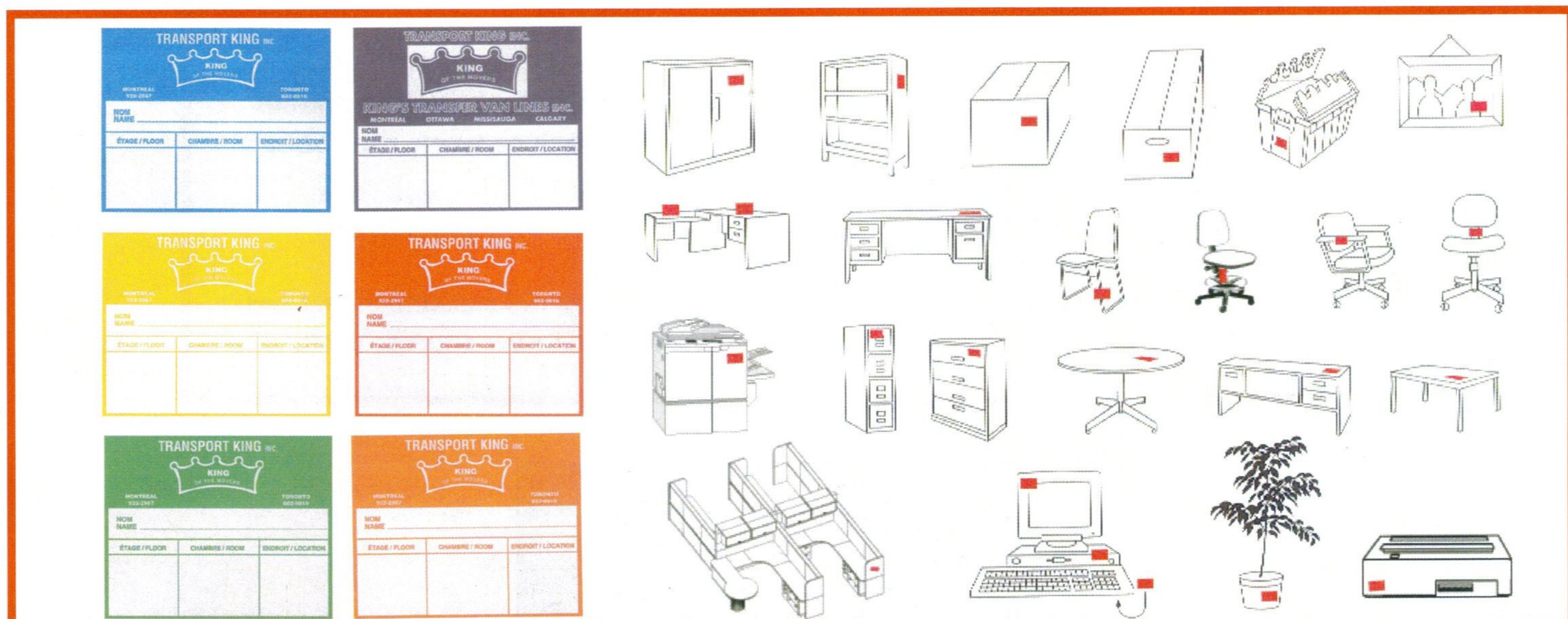


FOLLOW THESE TIPS FOR A SMOOTH OFFICE RELOCATION.

With proper planning and a detailed business plan, corporate moving can take place quickly and hassle free. The more time spent in advance of the move preparing and packaging those items that will be moved, the less costly the actual relocation will be. It is critical that the new location(s) be inspected carefully to ensure that the newly arriving furniture and equipment can be accommodated. Employees impacted by the move should be provided with a copy of their new location and encouraged to review it for compatibility. This will eliminate questions on Moving Day and ease the stress.

The following generic **TIPS** will assist your company in making sure the move goes as smoothly as possible.

1. Everything to be moved must be labeled and identified. Colour coded labels will assist in ensuring that everything stays together (coat racks, waste baskets, computers, plants, paintings, etc).
2. **FRAGILE** and **DO NOT MOVE** labels will be provided by your King's Account Manager and should be used as required.
3. **LOCATION LABELS** will also be provided to affix to everything being relocated. Placement must be logical to facilitate easy viewing.



4. Breakables and irreplaceable items such as marble or works of art must be brought to the attention of your King's Representative so special crating can be arranged.
5. Boxes or Bins will be provided to accommodate the contents of book cases and drawers. Some file cabinets may also have to be emptied as well. This will be determined prior to the move. Contents should be packed securely as King's is not responsible for lost or misplaced items not packed by its employees.
6. All bookcase shelving must be removed, secured and placed at the bottom of the unit.
7. Hooks and other supports must be packaged and taped together.
8. Moveable partitions and work stations must be free of papers, hooks, tacks, etc.
9. Artwork and photographs must be individually labeled and packaged.
10. Office equipment (computers, printers, fax machines, typewriters) must be coded with other connected items.
11. Calculators, extension cords, and other miscellaneous equipment and accessories must be placed in moving boxes or bins.
12. Light bulbs must be removed from lamps and wrapped separately.
13. Computers, keyboards, monitors, printers, scanners, fax machines, etc. must be disconnected and prepared for transportation prior to the move, unless otherwise agreed to. Each component must be labeled separately.
14. Wires and cables used to connect electronic equipment must be packaged in plastic bags and clearly identified with destination number (Bags will be provided by King's)
15. No flammable, corrosive or liquid should be packed in any box or bin to be moved
16. Employees should be encouraged to use the packing time as an opportunity to discard obsolete files and equipment.
17. After the move is completed, employees are responsible for unloading the individual boxes and bins that they have loaded. Labels should be removed from all relocation devices and flattened or stacked to facilitate removal by King's.

MONTREAL

OTTAWA

TORONTO

CALGARY

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Here's a simple checklist to make sure nothing gets left behind or overlooked:

- Desk empty?
- Supply cabinets cleared?
- File cabinets cleared?
- File drawers locked?
- Wall items taken down?
- Breakable items properly packed?
- Computers and other machines disconnected?
- "Do Not Move" tags placed?
- Liquids drained from equipment?
- Desk pads and chair pads labeled?
- Have a set of spare keys available.
- Make sure that your Internet connection is ready to go and that the phones and fax machines are working. The sooner you get back to work, the sooner you can continue working and making money.
- Make sure the electricity works.
- Make sure the bathrooms work.

Don't forget to throw away (or use as scratch paper) any old stationary that has your old address on it and create new stationary with the new address on it.



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