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Moving Guide

At least sixteen weeks before your move-in date

Meet with your technology provider (ie: Bryley Systems) to coordinate data circuits, network equipment, wireless access, computers, printers, etc.

Data (Internet) circuits typically require at least eight weeks to schedule; often longer. The data-circuit provider will need plenty of time to provide a proposal, get it approved, and deploy your circuits.

Your technology provider can provide these services:

- Review data-circuit plan and assist in its deployment
 - Plan of data-center setup and configuration
 - Break-down, move, and reconstruct data center
 - Package network equipment, computers, etc.
 - Setup networking equipment, computers, etc.
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At least eight weeks before your move-in date

Call several movers and arrange a walk through; be sure all the movers are present at the same time (this will eliminate you from duplicating your work or forgetting to show a mover something). Estimates are free and you are under no obligation. Be sure to tell the movers the dates you are planning to move. Be sure you know what items are to be moved and what items will be discarded, prior to the move.

Make the move-in date one that is convenient for you and not the mover; remember you are the customer.

If you've already made the arrangements with a mover, confirm with them to make sure you are still scheduled.

Four or five weeks before your move date

Check with the utility companies and make arrangements to turn on all utilities at the new location before your move-in date. You may want to do some prep work prior to moving in, so make sure you have lights, heat, AC, etc.

Make arrangements to have the new office cleaned, if needed.

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One week before your move date

Confirm move-in date with the mover and answer any questions that have been asked of you. Put together a "Move-In Day Kit" of everything you think you'll need to take with you on moving day.

Try to pack as much of what is left as possible: The more organized you are today the more organized you will be on move-in day.

The Day Before

Pack as much as you can. Mark a few cartons "last day" so they are ready for you to pack those last-minute items.

Moving Day

Toss the final batch of things into the "last day" cartons.

As the final items are placed on the truck, be sure to do a final walk-through to discover any items that may have been overlooked.

Office Relocation Packing Tips

Print out the packing tips listed below, copy and pass one out to everyone who is moving. In addition, place a schedule of when you want to start packing and when it must be finished, attach any special instructions you may have.

Create a simple map for the destination of furniture; be sure to clearly mark where each person will be moving, use space numbers or a lettering system whatever is best for you.

Have plenty of cartons set around for trash and recycling. Always use strong cartons that are closeable and can be taped shut. Always mark clearly the owner of the carton, its contents, and the room or cubicle where it is going.

Use only the special tags provided by the mover. Tag everything regardless of how small or seemingly inconsequential. Items not tagged generally do not get moved.

Place tags in locations that are easy to find:

- On the back of a chair
- On the front of storage cabinets
- On the top of bookcases
- On the top of work surfaces of desks, tables, etc.

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Leave only the two bottom drawers of lateral (the wide type) file cabinet full - all drawers above the two bottom ones must be completely emptied. It is not necessary to empty vertical (the narrow type) file cabinets - these can be moved full.

Miscellaneous

Arrange to provide the movers with a clear and direct pathway to entrances, work areas and any required elevators at both locations.

It is important when moving copiers that they have been serviced. You must notify your service carrier a minimum of one week in advance.

It is not necessary to have a lot of company personnel in you facilities on moving day; they will only get in the way and distract the movers. It is a good idea to have only two key company employees at your facility to assist the movers.

Always use strong, intact boxes that are collapsible and can be taped shut. Always clearly mark the owner of the box, its contents, the room it came from, and where it's going.

Insurance/Valuation

All moving companies include minimal insurance. However, we suggest you purchase additional moving insurance through your carrier.

How to get a good estimate:

- Only allow licensed and insured movers to bid. Check with your local Public Utilities Commission to verify that your mover has the necessary licenses and insurance.
- Try to avoid phone estimates if possible. On site estimates have a greater degree of accuracy and will allow you to have a better feeling about the moving company you have chosen.
- Try to get at least 3 estimates. They are free so this is to your advantage.
- Eliminate any suspicious estimates. Take out the estimates that appear to good to be true, it probably is.
- It is important to show the estimator everything you intend on moving. Don't forget the Attic, Basement, Garden Shed, Garage and Closets? The more information he has the more accurate your move will be.
- Estimates should be broken down and compared to one another. Note of the following items and compare: the time estimated to complete your move, the number of people needed to make the move, especially if you are paying by

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the hour, the amount of materials estimated to be used and the quality of the movers and their equipment.

- Below you will see some things that can make some estimates different. And, why can it happen?
 - Change of destination.
 - Lack of access to an elevator at either location.
 - Restricted truck access, especially on long distance.
 - Did not show the mover all of the items.
 - Restriction of building or apartment you did not mention thoroughly.
 - Acts of God. (e.g. fire, flood, earthquakes)

Insurance, Coverage & Claims

This is the most misunderstood and problematic aspect of the moving contract. A Company's track record in handling claims is should be another important factor when choosing a mover.

- **Limited Liability:**

This is the minimum coverage required by law and it's free. If an item is lost or damaged, you would receive 0.60\$ per pound. As a customer, this has very little value to you. If the mover drops a plate that weighs half a pound, all you get back is 30 cents. If all your property was lost, the most you would receive is a maximum of \$2500. It is important to think this through before you sign the contract with your mover.

- **Lump Sum Value:**

You can purchase optional coverage which is recommended. This coverage you must declare the value of your merchandise. If the value of your shipment is more than \$1.25 per pound, you pay \$10 per \$1000.

- **Full Value Protection:**

If you decide to purchase full value protection, articles that are lost, damaged or destroyed will be either repaired, replaced with like items, or a cash settlement will be made for the current market replacement value, regardless of the age of the lost or damaged item. The exact cost for full value protection may vary by mover. Ask your mover for the details of its specific plan.

Things to note

- Items in cartons that were not packed by the mover are not covered, unless an entire box was dropped or mishandled during the move. You must be able to prove this, so document or take videos.
- Some insurance policies cover property transit; check with your agent.
- It may be wise to get your own insurance policy for the move if your merchandise is very expensive.



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- Unlike most property insurance, valuation does not automatically pay for any damage: It must be clearly shown that the mover was responsible.
- The mover is only responsible for any electronic item that does not function after the move; there must clear evidence that the item was dropped or mishandled by the movers. (Document or take videos.)
- The customer is still legally responsible to pay regardless if extensive damages occur during the move. The customer must submit a claim and go through the claims process to receive compensation for any damages.
- If a settlement cannot be reached between the customer and mover, the customer can contact the local governing agency to seek settlement or arbitration.

For more information, please call us at 978.562.6077 email Sales@Bryley.com.

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