



Employee Move Instructions

Employee Name: _____

Move Number: _____

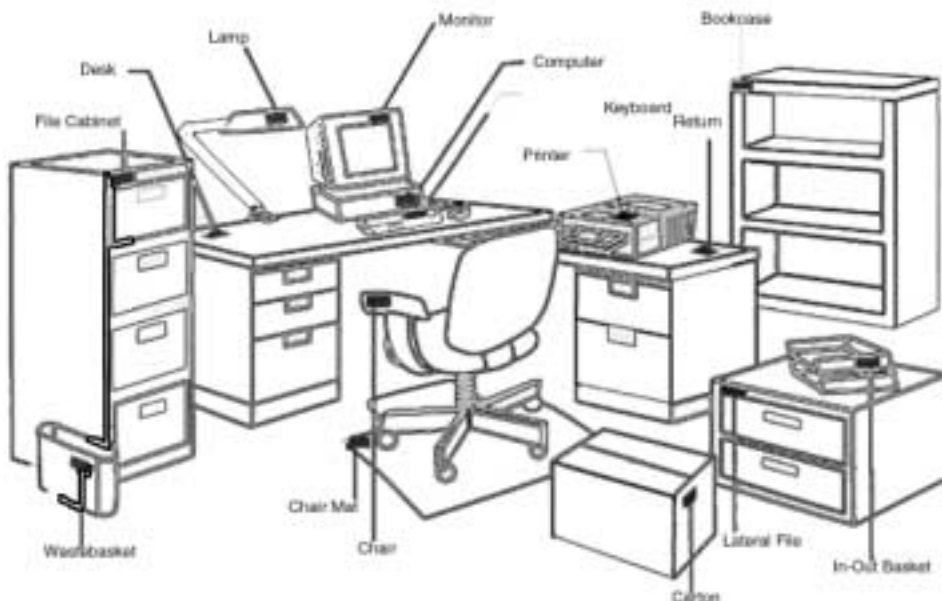
Label Color: _____

Packing Instructions

1. **DESKS & WORKSTATIONS** – Completely pack the contents of your desk and/or workstation. Place loose items such as paper clips, pens and rubber bands in an envelope and then in a carton.
2. **FILE CABINETS** – Assuming your files cabinets are moving to the new location, vertical files can remain full. Lateral files must have all but the bottom two drawers packed prior to moving. If the cabinets are bolted together, please make sure they are unlocked on moving day. If the cabinets are to be reassigned to someone else, the entire cabinet should be packed.
3. **BOOKCASES** – All bookcases will require packing. The contents must be placed in cartons.
4. **SMALL OFFICE MACHINES** – Such as calculators, dictation equipment radios, pencil sharpeners, radios etc. should be packed in cartons.
5. **PACKING CARTONS** – Please do not over pack cartons. The tops must be closed to allow for stacking. As a rule of thumb, anything that can fit in a cartons should be packed

Labeling Instructions

1. **LABEL PLACEMENT** - Please refer to the diagram below for the proper label placement on furniture, equipment and cartons.
2. **ITEMS WITH MULTIPLE PIECES** – Each detachable piece will require a label. For example, a desk with a return will require a label for both the desk and return. A desk-top computer will require a label for the monitor, CPU and related peripherals such as printers, keyboards, scanners and other items associated with the computer.
3. **USING THE APPROPRIATE LABEL** - Please be sure to use the proper color label when labeling your items.
4. **FREQUENTLY OVERLOOKED ITEMS** - include Waste Baskets, Whiteboards, Desk Pads, Chair Mats, and Fax Machines and Artwork.
5. **EVERYTHING THAT IS MOVING MUST BE LABELED** – The movers will assume that items not labeled are not to be moved.



Please Note:

PERSONAL ITEMS – Such as small plants, pictures, and artwork should be moved by each individual.

COMPUTER EQUIPMENT – Please consult with your company move coordinator for procedures associated with preparing and moving your desk-top computer. Laptops should be moved by the individual.