

PLANNING YOUR MOVE

Moving homes may involve changing habits and lifestyle, and a need to settle in as quickly as possible. The way your move is handled can be a crucial part of this settling-in process, which is why, at Globalink, we believe you deserve the best.

With Globalink, you can be confident that each move will be treated as unique. We monitor every aspect of the process from start to finish, so we are always prepared to answer your questions quickly and concisely.

Globalink understands how important it is that your belongings arrive in a timely fashion, safely and intact. Whether you plan to move your entire household or just a few personal items, our professional staff and technology are there for you. At Globalink we are here to answer your questions. Together, we will make your move a success.

This moving guide is designed to help you organise yourself before your move. You can check off items from the list as you complete them. How effectively you use your time before your move date will greatly impact how well your move will progress. For a smooth move, set up a schedule starting with three important dates:

Packing: _____

Loading: _____

Requested Delivery: _____

And remember, if you have any questions, please feel free to contact the Globalink Move Management Team.

The secrets of a successful move are proper planning and good preparation.

A: The initial stages

- Choose a professional moving company. Globalink, with its International Representatives, has the experience and resources to provide door-to-door services regardless of where your move takes you.
- Make an appointment for a pre-move survey (during which the volume/weight of your shipment and the cost will be estimated).
- Set a date for your move with a Globalink Representative. Try to give at least one month's notice and avoid peak periods if possible. For example, the first few days and the last few days of the month are often when everyone wants to move.

B: Getting organised — 7 to 10 weeks before the move

- Make an inventory check. Decide what to move and what to leave behind. Remember that in some cases, it may be more cost-efficient to buy new than to ship (see Section 5 — Getting the most of your relocation budget).
- Determine whether your appliances will work overseas — consider voltage differences and if you will need adapters and transformers.
- Clean out those closets; consider the need to take something you haven't used in a year.

- Schedule a moving sale for items you are not taking. Donate other items to charitable organisations and ask for a receipt for tax records. Do not forget live plants.
- Arrange for packing. We recommend that you have Globalink do it for you. If you decide to pack yourself, order the needed cartons from Globalink. Prepare a detailed inventory of items you have packed, with serial numbers and models of electrical appliances.
- Gather personal records: medical, dental, school, birth, marriage, etc. If you have children, arrange to send transcripts of school records in advance to the new school.
- Close local store and other charge accounts.
- If applicable, arrange with your employer to forward relevant tax forms.
- Follow all the necessary administrative procedures to ensure you have: a valid passport, visa, work permit and international driving license.
- Book your transport tickets and keep them safe, as customs officials may require them upon arrival.
- Make an appointment with your doctor for a medical check-up and, if necessary, have your prescriptions updated.
- Have all vaccinations that are mandatory for your destination country (check immunisation and health certificate requirements).
- If you are taking a pet, check whether there is a quarantine period and what health certificates, vaccination list and other documentation are required.
- Obtain a written appraisal of any antique items to verify their value. (Note: Avoid waxing or oiling antiques and fine wooden furniture before moving because some products soften the wood, making it vulnerable to imprints from furniture pads)
- Think about arranging insurance for your goods while in transit. For information about coverage options, please contact Globalink.
- Think about renting accommodations for a short period, if necessary, following your move and/or before delivery at your destination.
- Ask your Globalink representative for a list of forbidden goods and/or goods for which exportation is restricted (alcohol, books, videotapes, DVDs, animals, medicine, weapons, ivory, antiques, carpets, etc.)
- Ask your Globalink representative for any information related to export customs clearance (for example in some countries, VAT may be refunded on goods that were bought less than 6 months before the move).
- If applicable, make arrangements to discontinue (and if possible make advance arrangements for these services in your new location):

- Newspaper delivery
- Journal subscriptions
- Water
- Gas
- Electricity
- Telephone & Internet services
- Fuel or Oil delivery
- Rubbish collection
- Satellite/Cable television
- Gardening/Pool Service
- Other household services
- Arrange for your mail to be forwarded
- Send change of address cards to / inform:
- Credit card companies
- Bank
- Insurance companies

- Journal subscription companies
- Associations
- Tax authorities
- Social Security
- Mail order accounts
- Friends and Relatives
- It may be a good idea to have the items in the list below serviced before your move. Indeed, some items with motors must have parts secured in place (check with your Globalink representative). Now is the time to make arrangements for this. Remember your Globalink representative may be able to arrange these services for you.
 - Washing Machine
 - Tumble Dryer
 - Refrigerator
 - Freezer
 - Air Conditioner
 - Oven
 - Television
 - Water bed
 - Hot Tub
 - Grandfather Clock
 - Exercise equipment
- Think about parking at your residence. Do you need to have no-parking signs to keep a space for the removal truck?
- If you live in an apartment building, enquire about using the service elevator for your move (if there is one) and whether you can reserve it for your moving day.
- If you live in an apartment building, try to ensure that another move does not coincide with yours.
- Arrange storage and insurance if you are not taking everything with you. Remember that if your possessions are worth storing, they are worth insuring.
- Take time to gather information about your destination (books, guides, CDs, videos, internet)

C: Preparation — one month before the move

- Fill, transfer and pack prescriptions for family and pets.
- Safely dispose of, or give away all flammables (fireworks, chemistry sets, ammunition, paints, paint removers, cleaning fluids, etc.) as the carrier cannot transport them.
- Credit cards can be useful in emergencies or unexpected situations, so check with your credit card company about the limit.
- Think about subscribing to a newspaper, cultural or economic magazines of your destination country.
- If needed, book a rental car for your arrival at the destination. Remember that rental cars are much cheaper when booked in advance.
- Check that items have been serviced as recommended by your Globalink representative.
- Ensure that removal insurance is arranged.

D: Countdown — one week before the move

- If you live in an apartment building, check your reservation for the use of the service elevator (if there is one) for your moving day.

- Defrost refrigerator and freezer, and leave the doors open for several hours to allow thorough air-drying to prevent mildew. Arrange for disposal of dry and frozen foods (sell, give away or use).
- Transfer or close current (chequing) and savings accounts as necessary.
- Drain fuel and oil from lawnmowers and other power equipment. Drain garden hoses.
- Have your clothing, rugs and curtains cleaned before you depart. Leave them in their protective covers on return from the cleaners.
- Take down curtain rods, shelves and antennas.
- If necessary, arrange for a baby-sitter for your packing dates.
- Inform your Globalink representative of the particulars of any damaged or fragile furniture, weak or broken stairs, or impediments which may affect the move.

E: The Day Before

- Pack your suitcases for your trip. Keep irreplaceable and sentimental items with you. For example: address book, keys, cheque books, deeds, computer software, financial statements, home videos, medicine, photos, research projects, stocks and wedding albums.

MOVING DAY

- Keep your passports, money, documents, tickets and clothes that you do not wish to go in the shipment in a separate location.
- Pack a box of some basic items that you will need on your move-in day. (For example, tools, all-purpose household cleaner, paper products). Make sure that it is loaded into the crate/container at the end so that it will be easily accessible. The same applies to your toolbox.
- When the packing crew arrives, remind the foreman of any damaged or fragile furniture, weak or broken stairs, or other impediments which may affect the move.
- Be available to check the items on the inventory sheet with a member of the crew.
- After the packing and loading has been finished, do a walkthrough of your entire home. Double-check that all cabinets, drawers, closets, pantries, bins, attic, basement, garage, shed and storage lockers are empty. Make sure hardware for disassembled items is packed and marked appropriately. Do ensure that everything has been packed and loaded before releasing the moving crew.
- Conduct one last walkthrough with your crew foreman, double-checking that everything is empty and ensure that all windows are closed, lights are off and doors are locked.