



MOVING & STORAGE, Inc.

MOVING INSTRUCTIONS

EMPLOYEE: _____

YOUR MOVE COORDINATOR: _____

LABEL COLOR: _____

LOCATION NUMBER/LETTER: _____

The following information is designed to provide you with the basics to assist you in the efficient management of your portion of the upcoming relocation. If you follow these instructions and utilize the information, you can be assured of a smoother moving process.

Your destination location number/letter and label color is noted above. You must place your colored label with your individual number/letter on every carton or item leaving your area. If you run out of your colored labels, ask your **move coordinator** for more; **do not use anyone else's labels.**

Every office, room, workstation, and common-use area at the new space has been assigned numbers/letters and colors. Placement of all items in the new space will be determined by matching corresponding numbers/letters and colors of labels on items departing the existing site.

IMPORTANT—Movers will only recognize numbers/letters and colors. They will not relate to names, initials, or department names. Do NOT mark anything with names, initials or department names unless you have first used a proper label. Any markings other than a property filled out label are for your personal information only. **Day of the move**—Unless you are otherwise instructed by your move coordinator or have a critical duty at the workplace, DO NOT come in during the move. This is to insure your own safety as well as to avoid all possible confusion in moving and setting up the new office.

Everything to be moved by the movers...must be labeled...no exceptions!!!