

The Best Move
You'll Ever Make

www.kingofficeusa.com



Business and Facility Relocation

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MOVE INSTRUCTIONS

At your new location, your furniture and cartons/crates will be placed by your number NOT by name. Be sure to label every item to be moved! Items not labeled will be left behind!

Please do not label items that will not be moved with a King Label that states (Trash, Don't take, Etc.) The movers understand that if an item has a King Label then it moves and if it does not have a King Label it obviously stays behind.

If anything needs to be dismantled to move, be sure to label all parts. USE HEAVY BLACK MARKERS FOR WRITING ON MOVE LABELS.



Indicates label placement



DESKS:



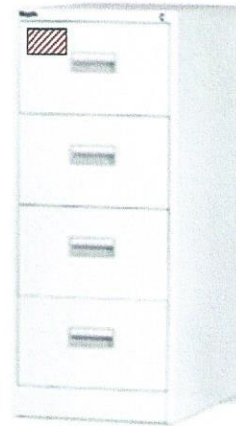
- Your desk will be turned on end and placed on a dolly, so pack everything completely. Empty all desks completely.
- Place small items, such as pens, paper clips, and rubber band in a large envelope with other desk materials, in cartons or crates provided to you.
- Breakables and liquids, such as ink or glue, should be carefully packed in a carton or crate.
- All desk components (returns, bridges, pedestals, etc.) must be labeled.

FILING CABINETS: Label on top drawer.

- **Standard vertical files** will be moved full. Be sure all pressure plates are moved forward to secure contents. Please do not lock drawers (If the cabinets are anchored or bolted to other cabinets and they are locked we cannot gain access inside to unbolt therefore we cannot move them)
- Fireproof vertical files will be moved full.
- **Lateral Files** – 2 drawer files may be moved full with contents in place. Anything above a 2 drawer file will need to have the upper drawers emptied.



LATERAL FILE



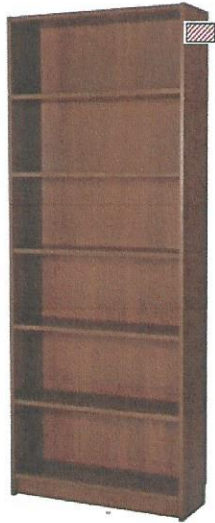
VERTICAL FILE

- **Wood Filing Cabinets (Vertical or Lateral)** – Need to be entirely emptied

STAIRCARRY & FILING CABINETS:

- Standard Verticals will need to be emptied.
- Lateral File cabinets will need to be entirely emptied.
- Any Fireproof Lateral and Vertical filing cabinets will need to be entirely emptied.

BOOKCASES:



Label on the upper side. Pack completely. Label each shelf and bag shelf clips or place into an envelope and pack into a carton or crate

SUPPLY CABINETS:



Label on front upper right hand corner. Contents must be packed into cartons or crates and labeled the same as the cabinet. Unless the contents will be moved to different cabinet or area

PACKING CARTONS OR CRATES: Place label on the narrow side of the box or crate and not on top or the wide side. This keeps it uniformed and makes it easier to place at your new location.

- King boxes will have a designated area that clearly states place label here on the narrow side of the.
- Boxes that are already packed just need to be labeled (Office Depot, Paper, Banker boxes, etc.) Same rule applies for the labeling.



PACKING CRATES: Please start packing up your personal workspace contents into the crates. You must unload and pack or trash / recycle ALL your desk, bookcases, supply cabinet contents completely.

1. **PLACING:** Set your first empty crate on a dolly. Roll the crate to the items to be packed.
2. **PACKING:** Pack files & contents up to the line 1/2" below the top of the crate. Close the lid as shown on the crate. Affix your move label to the middle of the narrow side of the crate.
3. **STACKING:** Stack the second empty crate on top of the first, fitting it snugly between the interlocking notches. Repeat packing steps. Continue the process up to 4 crates high.
4. **READY TO GO:** Make sure your move labels, clearly identified with your **DESTINATION NUMBER**, are affixed to the narrow side of every crate for easy identification.
5. **UNPACKING:** Unpack and simply reverse the Pack-N-Stack process, nesting each empty crate inside another. Leave the dolly under the nested stack for mobility.



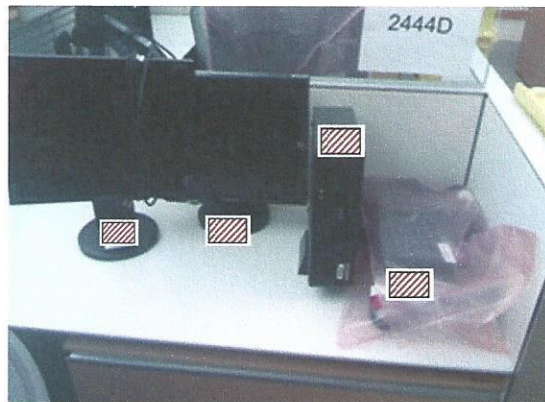
Note: if you have items already in boxes, you do not need to re-pack them into a crate. Just make sure any boxes (or other large items) are clearly labeled.

KING IT SUPPORT SERVICE OPTION

TECHNOLOGY: If you have selected to have King Office Services provide IT support for the disconnect and reconnect of your computer and associated electronic equipment.

You label it, we bag it, we pack it and we move it.

- Place completed labels on: base of Monitor, right top corner of Keyboard and front of CPU. **DO NOT PLACE A LABEL ON THE SCREEN.**
- If you have Dual Monitors, put L for Left and R for Right.
- Leave 2 additional completed labels with your destination move number on top of your desk.
- If you have a Laptop; unlock and leave your docking station and take your Laptop home. Place a label on your docking station.
- Log off the network and power down your computer.
- Leave your computer connected with all the associated cables.
- Do NOT label or pack your mouse.
- Take laptop computers home

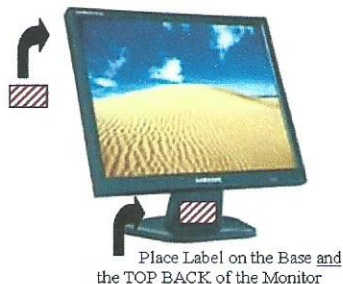


Where to Put Labels

Computer Equipment



CPU



Place Label on the Back



Printers and small copiers



IMPORTANT REMINDERS: EVERYTHING MUST BE LABELED IF IT IS TO BE MOVED! THIS INCLUDES FLOOR PADS, WASTEBASKETS, CRT COMPONENTS, PERIPHERAL EQUIPMENT, ETC. PLEASE LABEL ALL FLAT ITEMS SUCH AS PICTURES, MAPS AND WHITEBOARDS.

➤ Labels will not adhere to certain surfaces, such as fabrics

PACKING INSTRUCTIONS:

- Take home all **personal** and /or **valuable** items.
- Mark your label with a heavy black marker. (Sharpie Markers) not Pen or Pencil. Writing needs to be legible.
- Mark your location number on each label and put a label on all your items that are moving (Boxes, Electronics, Etc.) Please write only your assigned number on the label and nothing else.
- Insure that all liquids are tightly capped and packed upright.
- Do not over pack the boxes/crates to the point where you cannot close the lid. Pack level with the top of the carton/crate. Boxes/crates need to be fully closed to insure proper & safe movement.
- Labels are designed to be easily removed, if removed in a timely manner.
- Never lift anything too heavy for you. Do not stack cartons more than five high & do not stack crates more than 4 high.
- Label all printers, fax machines, typewriters and office equipment.
- Small pieces of equipment, such as calculators, adding machines and paper trays can be placed in move boxes.
- Please take home any personal small plants in your office or cubicle. Large plants in common areas will need to be labeled on the pot.

MOVE CHECKLIST

- Desk empty? File drawers packed?
- Personal items taken home? All boxes labeled?
- Computers, printers, faxes, monitors, computer bags tagged?
- All keys taped to desk, bookcase, files, and overheads?
- TAKE A FINAL LOOK AROUND?

Guidelines for Labeling Your Office Furniture

