

EWING

CORPORATE MOVING TIPS

Planning Ahead

After being awarded your office relocation, Ewing will keep you up-to-date on all the important details. At your convenience, we'll schedule a move meeting with department heads or all employees. This meeting will assist in the effective coordination of the entire move with the staff. From packing to moving, our professional staff will be available to answer any additional questions that may arise during the move.

Storage

Ewing will take complete inventory of all items in your office before moving them into our climate controlled, 24-hour monitored storage facilities.

Personal Items

It is suggested that you allow us to pack as much of your materials as possible to insure the safest and most efficient move. Any breakables that are not packed by Ewing will have to be handled by the individuals.

Cartons & Packing Materials

Our experienced packers offer complete packing services and can prepare and pack everything from conference room tables to computer equipment. With Ewing you can be confident that your valuable possessions will arrive in the same condition as when packed.

We'll also color code all departments, floors or buildings to make sure that the



unpacking goes as smoothly as packing.

However, if you choose to pack some of your own items, Ewing can supply you with everything you need, from boxes and tape to labels. We'll even throw in a few helpful hints at no-charge.

Desks & Keys

All desks must be emptied before the movers arrive on moving day. Keys to file cabinets, desks, etc. should be taped inside drawers or packed in boxes with desk items.



File Cabinets

We prefer that all file cabinets be emptied or packed prior to move day. Lateral file cabinets must be empty when moved. Vertical file cabinets can be moved with contents at your request. Although we cannot take responsibility for damages that may occur.

Office Equipment

Arrangements for the disconnecting and reconnecting of computers, telephones and other equipment must be made prior to move day. We can contract this process out to a third party if you so desire.

Copy machines are normally under service contracts and service technicians usually prefer to handle the moves of these machines. We can move copiers,



but suggest that you have your copy technician service the copier once moved.

Computers, typewriters and other electronic equipment are padded and placed onto specially designed computer carts. While delicate technical equipment needs to be prepped (whether disassembly or disconnection) by the factory representative prior to the move.

Our Services

- ◆ Residential Moving
- ◆ Corporate Relocations
- ◆ Local and Long Distance Moving
- ◆ Complete Packing Services
- ◆ Quality Packing Materials
- ◆ Competitive Rates
- ◆ Free Estimates
- ◆ Climate Controlled Storage
- ◆ Insured-Licensed-Bonded

I.C.C. Certified #MC 240760
U.S.D.O.T. 435-272
T.P.S.C. #30412

EWING

MEMPHIS

4006 Air Park St.
Memphis, TN 38118

901-774-2197
FAX 901-942-1368

NASHVILLE

611 Cowan St.
Nashville, TN 37207

615-313-8888

1-800-533-2315

Supply Cabinets & Storage Rooms

All supply cabinets must be emptied and packed before the move and any storage room shelving should be disassembled, moved and reassembled prior to moving day. This will save time when unpacking at new location.

Plants

We don't assume responsibility for breakage or loss of leaves on live plants. Live plants can not be transported across state lines.

Miscellaneous

Pictures, TVs, VCRs, bulletin boards, etc. need to be packed prior to moving. If you choose not to pack, we still will move, but to a higher degree of liability.

Insurance & Claims

Ewing movers and packers are highly trained and seasoned professionals, however, during your move some damage may occur, so standard insurance is offered for all moves. There is no charge for insurance on local moves and the coverage states that "anything broken or damaged due to the fault of our movers will be repaired or replaced at the depreciated value."

For moves outside the state of Tennessee, the Interstate Commerce Commission requires that standard insurance coverage be provided. This coverage states that any item broken or damaged will be valued at a rate of .60 per pound per article. Standard insurance is included in the cost of the long distance move.

On intra-state moves (within Tennessee), the Tennessee Regulatory

Authority requires that standard insurance be provided at a rate of .75 per \$100 worth of valuation. This coverage states that any item broken or damaged will be valued at .75 per pound per article. (The valuation is figured by multiplying \$1.25 by the weight of the shipment. {Example: a 5000 lb. shipment would be multiplied by .75 to equal a total charge of \$46.88 for the insurance.})

Additional insurance may be purchased on any type of move.

If in the event an accident does occur, all claims under \$500 are handled directly from our Memphis headquarters. Claims over \$500 are handled by our insurance company.

Call for your FREE Estimate!

Call Ewing and let our professional staff arrange for a FREE estimate. Call us today at 1-800-533-2315.

Checklist

- Desks emptied
- Supply cabinets cleared
- File drawers emptied and key carefully taped inside drawer or placed into a packed box
- Wall hangings taken off walls
- Breakables properly packed
- Typewriter carriages centered
- Typewriters, computers and other electric items disconnected
- Liquids drained from equipment
- Computer accessories in a ziploc
- All items labeled properly
- Don't forget to check the condition of furniture and equipment



Ewing Moving Service, Inc. Headquarters – Memphis Tennessee