

	<h3>LABELLING & LABEL PLACEMENT</h3> <p>THIS IS THE MOST IMPORTANT ASPECT OF YOUR RELOCATION</p> <ul style="list-style-type: none"> Remove any pre-existing labels Unlabelled items will not be moved Label all cartons with labels provided by Business Relocation Services only Labels are colour coded according to the destination at new premises. Use ONLY the colour issued to you. If unsure please speak with your Move coordinator. Affix a label on the side of the carton identified as 'place label here' Affix a label to each component of your computer including - keyboard, mouse, monitor, hard-drive, speakers, scanner, docking station, printer etc If furniture items are being relocated, be sure to put the Business Relocation Services label on a flat surface in a location that is easily identifiable. If moving furniture such as chairs, please place labels on the arm rest or feet (not fabric surface) <p style="text-align: center;">REMEMBER - 'NO LABEL NO GO'</p>
	<h3>CARTONS/CRATES & STATES</h3> <ul style="list-style-type: none"> Securely tape the bottom of carton Ensure the carton/crate is completely filled, however please do not overfill the carton Securely tape top of carton so that it the surface is flush Please do not write on the cartons/containers. If you require additional information to be please attach a sheet of A4 paper to the side of the carton/crate Do not over-load the carton/containers 15 kilograms is the maximum weight that can be lifted by an individual.
	<h3>DESKTOP COMPUTERS</h3> <ul style="list-style-type: none"> Power down and turn off the power to your desktop computer unplug and separate the components. Affix labels to all items (as advised above in labeling and placement instructions) Place all the leads, keyboard, mouse into one zip lock keyboard Bag supplied by Business Relocation Services. Use ONLY a short piece of packing tape to seal the bag. Place the Screen into another separate Pink Bubble Bag supplied by Business Relocation Services. Use ONLY a short piece of packing tape to seal the bag. Place the CPU into another separate Pink Bubble Bag supplied by Business Relocation Services. Use ONLY a short piece of packing tape to seal the bag. Laptop docking stations must be left for your PC connection to take place. Place into another separate Pink Bubble Bag supplied by Business Relocation Services. Use ONLY a short piece of packing tape to seal the bag. DO NOT pack leads or other peripherals into cartons as this will delay the reconnection and testing of your PC
	<h3>LAPTOP/PDA's</h3> <ul style="list-style-type: none"> Please take your laptop and PDA's home prior to the commencement of the move. (including the bag, power pack, cable locks etc). Please leave your docking station and ensure a label is affixed The security of these items remains your responsibility

Relocation Guide Lines



	<p>PHONES</p> <ul style="list-style-type: none"> • Label your telephone handset. Place into another separate zip lock keyboard Bag supplied by Business Relocation Services. • If unsure if the telephone unit is to be relocated please check with your Move coordinator
	<p>KEYS & PERSONAL ITEMS</p> <ul style="list-style-type: none"> • Tape your keys to the top of the cabinet or storage unit to be relocated • Please remove any personal items and take this home with you prior to the move. This may include photos, memorabilia, money etc.
	<p>FILING CABINETS</p> <ul style="list-style-type: none"> • For internal churns, tambour cabinets can be relocated by Business Relocation Services. • Please ensure you lock or tape shut the units. • For external relocations, contents of tambour cabinets must be emptied.
	<p>WHAT TO PACK</p> <ul style="list-style-type: none"> • If the item fits into the supplied Business Relocation Services, Office Relocation Carton please place it inside. • If the items is too large and will not allow the carton to be closed in its natural form, place affix a Business Relocation Services label to the item. • Pack the contents of your desk, personal files, reference documents, loose stationary into the cartons. • For internal churns, pedestals (under-desk mobile draw) can be relocated by Business Relocation Services full. • Please ensure that these units are either locked or taped shut. • Please take any valuables or breakables home with you.
	<p>OH&S AND MISCELANIOUS ITEMS</p> <ul style="list-style-type: none"> • Place a Business Relocation Services identification label on these large items, there is no need to box them. • Put the labeled items in a clearly visible place with your cartons or computer.

If you have any questions regarding your relocation please feel free to contact us.

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