

# CUSTOMER MOVING AND PACKING CHECKLIST

# SMOOTH MOVE & DELIVERY MOVING & PACKING CHECKLIST

A simple, customer-friendly guide you can actually use.

## 6-8 Weeks Before Your Move

- Walk through your home and declutter—donate, toss, or keep.
- Measure doorways, stairs, and rooms in your new place.
- Start a small “moving folder” on your phone or laptop.
- Take photos of valuables for your records.
- Begin gathering supplies.

## 4-6 Weeks Before Your Move

- Start packing the easy areas: guest rooms, seasonal items, décor, books.
- Make a simple inventory list.
- Notify schools and start updating your address where needed.
- Confirm utility transfers for both homes.

If this already feels like a lot of evenings and weekends, many of our customers switch to **full or partial packing services at this stage** — we can pack the entire home, or just the hard stuff like the kitchen, closets, and fragile items.

## 3-4 Weeks Before

- Pack living room décor, media, and non-essential electronics.
- Pack extra bedding, off-season clothing, and anything stored under beds.
- Start using up freezer and pantry items.
- Confirm utility transfers for both homes.

## 2 Weeks Before

- Pack kitchen items you won't need over the next two weeks.
- Wrap fragile items carefully (dishes, glasses, serving ware).
- Pack bathroom backups, decorative items, and non-essential office items.
- Back up important computer files.

*If the kitchen, glassware, or breakables are stressing you out, this is a great moment to hand just that part to us with a **partial packing service** — for example, a "kitchen-only" or "fragile-only" pack.*

## 1 Week Before

- Finish packing kitchen and bathroom items (leave just a few essentials).
- Pack garage, outdoor items, and tools.
- Prepare your "essentials" bag: chargers, toiletries, medications, 1-2 outfits, documents, laptop, snacks, and basic tools.
- Back up important computer files.

## 2-3 Days Before

- Pack the last items except your absolute daily essentials.
- Empty the fridge and freezer.
- Do laundry and take out trash.
- Set aside items that need special care so our movers can prep them properly.

*Not comfortable packing TVs, artwork, mirrors, or other delicate pieces? Our team can step in with expert "last-mile" packing just for those items so you don't have to worry about how to protect them.*

## Moving Day

- Dress comfortably and keep your essentials bag with you.
- Do a final walkthrough: closets, cabinets, storage areas, garage, attic, and basement.
- Show the movers special-care items and the load/unload path.
- Before leaving, lock up, turn off lights, take photos, and leave keys as directed.

*If you booked Happy Helpers Moving Co, our crews can also help finish light packing, secure furniture, and wrap everything so your belongings travel safely.*

# Helpful Extras From Smooth Move & Delivery

## Full Packing & Moving Support

Whether you need full-home packing or help with specific rooms, fragile items, or heavy furniture, Smooth Move and Delivery has you covered. Our experienced team handles the packing and lifting with care and precision so your move stays organized and stress-free.

## FREE Moving Consultations

Not sure where to start or which services you need? One quick call with our team will help map out your move and create a clear, efficient plan tailored to your specific needs.

## Flexible Scheduling & Support

Moves do not always follow a perfect schedule. That is why Smooth Move and Delivery offers flexible timing and consistent communication before, during, and after your move. We work around your timeline to ensure everything arrives safely and on schedule.

## Customer Care You Can Count On

At Smooth Move and Delivery, customer satisfaction is our priority. We treat every move with attention, professionalism, and respect. From your first quote to the final delivery, our goal is to provide a smooth, reliable, and positive moving experience.



## Labeling System Guide

### COLOR CODE BY ROOM

- **Green** = Kitchen
- **Blue** = Master Bedroom
- **Red** = Living Room
- **Yellow** = Kids' Rooms
- **Purple** = Bathroom
- **Orange** = Garage/Storage
- **Pink** = Office

### LABEL EACH BOX WITH

- Room destination (in large letters)
- General contents
- Box number (for inventory)
- "**FRAGILE**" or "**THIS SIDE UP**" if needed

**Pro Tip:** Label boxes on **TOP** and **SIDES** so you can see labels when stacked!



### SYMBOL SYSTEM

- ★ = Unpack first (priority)
- 🌙 = Not urgent
- 脆弱 = Fragile/Handle with care
- ↑↑ = This side up

# Packing Tips to Remember

-  **Heavy items in small boxes** (books, tools, canned goods)
-  **Light items in large boxes** (linens, pillows, lampshades)
-  **Pack heavier items at bottom**, lighter on top
-  **No box over 50 pounds** (if you can't lift it comfortably, it's too heavy)
-  **Fill empty spaces** to prevent shifting
-  **Take photos of electronics** before disconnecting
-  **Pack plates vertically like records with padding**
-  **Use suitcases for heavy items** (they're designed for it!)
-  **Don't empty drawers with light items** (secure with stretch wrap)
-  **Keep cleaning supplies separate** for final clean

## Notes

# QUESTIONS? WE ARE READY.

Whether it's planning, packing, or move-day details, our team is here to make your move easier.

**A smooth, stress-free move starts with  
one simple conversation.**

**READY  
TO  
MOVE?**



**SCAN  
ME**

