



## Preparations for your move

Moving abroad is a big step and several issues must be considered. We can assist you with most of them. However, there are things that you are responsible for before our staff arrive to pack your belongings at your home. In this document you can study what is your responsibility and what we can help you with. Therefore, it is important that you read this document carefully.

### **Valuables\***

All types of valuables such as jewelry, bank documents, cash, credit cards, passports and other valuable documents must be carried by yourself or a courier. We kindly ask you to keep them at a safe place during the entire removal process in order to avoid that they will be packed together with your household goods.

### **Electrical appliances\***

- Disconnect all electrical appliances such as dishwasher, washing machine etc. to be included in your move.
- Concerning vacuum cleaners, please mind that you need to empty the dust bag before the move to avoid moth and other vermin.

### **HiFi, radio, TV, surround and computer systems\***

- Disconnect HiFi, radio, TV, surround- and computer systems and mark all cords etc.
- Our crew may disconnect cords, but will not mark each one and will not reconnect these at the destination due to insurance regulations.
- When moving outside the EU a complete list of electrical items might be needed. Please contact your Move Coordinator prior to the packing.

### **Fixtures, curtains, large sections of wardrobes and bookshelves etc.\***

- Remove curtains and place them, for example, hanging over the back of a chair.
- Disassemble any items firmly attached to walls, floors or ceilings prior to the move.
- If you are not able to arrange this please contact your Move Coordinator for a quote.

### **Plants, soil and raw wood**

Alfa takes no responsibility for plants, potted plants or plant products and these cannot be insured. For shipments to or from outside the EU area, all plants, soil or trees are prohibited from being transported.



### **Playground equipment\***

- Disassemble playground equipment such as trampoline, swings etc. before loading.
- Disassembling can be very time-consuming due to non-existing instructions or rust. This needs to be arranged by you well in advance of the packing.
- The equipment has to be dry and free from snow/water on the day of the actual move.
- If you are not able to arrange this please contact your Move Coordinator for a quote.

### **Preliminary sorting/markings\***

Please check your attic, basement, garage and sort out what will be packed and moved. Make sure that bicycles, baby strollers etc. are properly marked if they are kept outside your residence and remember to inform us before the move. Stickers for marking can be provided by us. Please advise your Move Coordinator in advance.

### **Gardening tools\***

Lawn mowers etc. have to be cleaned and emptied of fuel and oil. This is to protect your other household goods from possible stains and bad smells caused by leakage. Garden tools must be dry and cleaned from dirt and soil before the packing.

### **Medicine\***

Any prescribed medicine must be hand carried by you.

### **Inflammable liquids and fireworks etc.\***

Due to restricted articles and regulations, no inflammable liquids can be included in your move. Please check with your Move Coordinator for further information.

### **Photos, family movies etc.\***

We strongly recommend that you keep copies of photos and family movies in a safe deposit at a bank or similar as these memories are difficult to restore if anything unforeseen occurs during the move.

### **Alcoholic beverages**

For moves within the EU, you can bring alcohol for your own private consumption. Outside the EU, all alcoholic beverages are subject to customs tax and duties. Please ask your Move Coordinator for further information. Alfa takes no responsibility for alcoholic beverages during transportation – due to temperature.

### **Motor vehicles etc.**

If you need our assistance with transportation of cars, motorcycles etc. please contact the sales coordinator at Alfa for further information and a separate quote.

### **Customs duty outside the EU**

For moves to countries outside the EU there are specific customs regulations valid for each country. We will provide you with the customs documents and answer any questions you may have.

### **Export restrictions**

Depending on which country you are moving from there may be restrictions on the export of certain furniture/antiques. Please check with your move consultant.

### **House cleaning**

If needed, Alfa can arrange for this service. Please contact your Sales Coordinator for a quote.

### **Foods\***

In general no food from refrigerator/freezer can be included in your move. Concerning any dry food please ask your Move Coordinator for further information.

### **Air shipment**

Special rules are applied for air shipments, please check with your Move Coordinator for further information.

**\* Your own responsibility to handle.**