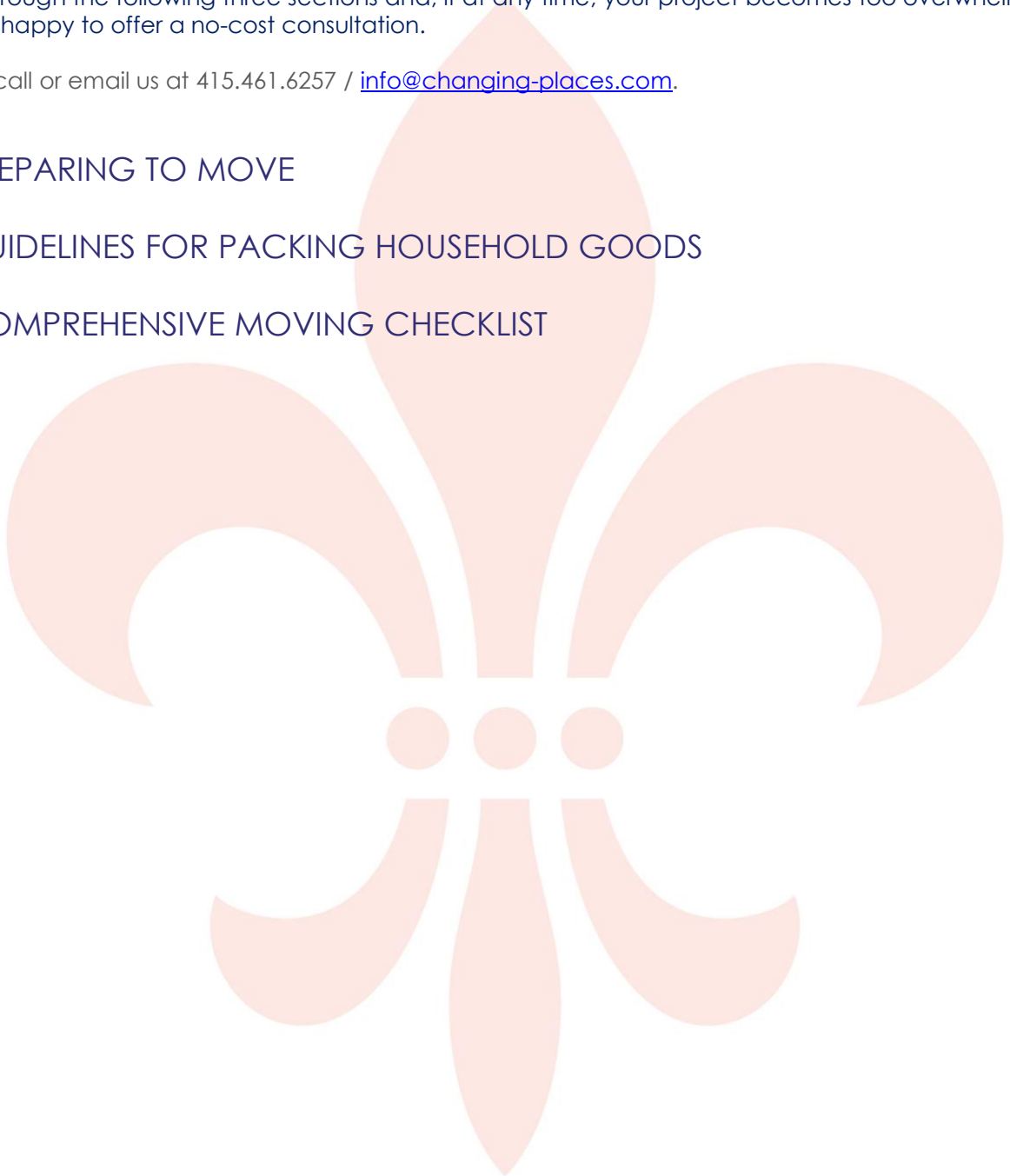


We are pleased to offer the Ultimate Moving & Organizing Guide as a complimentary gift. It includes 28 years' experience of our best tips, guidelines and lists to make any moving, downsizing, estate clear out, staging, and/or design or organizing project a success.

Work through the following three sections and, if at any time, your project becomes too overwhelming, we are happy to offer a no-cost consultation.

Simply call or email us at 415.461.6257 / info@changing-places.com.

1. PREPARING TO MOVE
2. GUIDELINES FOR PACKING HOUSEHOLD GOODS
3. COMPREHENSIVE MOVING CHECKLIST



SECTION 1: PREPARING TO MOVE

BEFORE YOU LEAVE	AND ON MOVING DAY
<p>ADDRESS CHANGE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Post Office: give forwarding address <input type="checkbox"/> Change accounts, credit cards <input type="checkbox"/> Subscriptions: require several weeks' notice <input type="checkbox"/> Friends and relatives <p>BANK</p> <ul style="list-style-type: none"> <input type="checkbox"/> Transfer funds, arrange check cashing in new city <input type="checkbox"/> Arrange credit reference <p>INSURANCE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notify company of new location to transfer coverage: life, health, fire and auto <p>UTILITY COMPANIES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gas, lights, water, telephone, fuel and garbage <input type="checkbox"/> Get refunds on any deposits made <p>MEDICAL, DENTAL, PRESCRIPTION HISTORIES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ask doctor and dentist for referrals: transfer needed prescriptions, eyeglasses, x-rays. Obtain birth records, medical records, etc. 	<ul style="list-style-type: none"> <input type="checkbox"/> Carry enough cash and traveler's checks to cover costs of moving services and expenses until you make banking connections in new city. <input type="checkbox"/> Carry jewelry and important documents yourself, or keep in a safety deposit box. <input type="checkbox"/> Plan for the transporting of pets; they make poor traveling companions if unhappy. <input type="checkbox"/> Let a close friend or relative know the route and schedule you will be traveling, including overnight stops; use him or her as message headquarters. <input type="checkbox"/> Double check closets, drawers, and shelves to be sure they are empty. <input type="checkbox"/> Leave all old keys needed by new tenants or owners with Realtor or owners.
<p>PETS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ask about regulations for licenses, vaccinations, tags, etc. <p style="text-align: center;">AND DON'T FORGET TO</p> <ul style="list-style-type: none"> <input type="checkbox"/> Empty freezer, plan use of foods. <input type="checkbox"/> Defrost freezer and clean refrigerator. Place charcoal to dispel odors. <input type="checkbox"/> Clean rugs or clothing before moving; have them moving-wrapped. <input type="checkbox"/> Check with your mover: insurance coverage, packing and unpacking labor, arrival day, various shipping papers, method and time of expected payment. <input type="checkbox"/> Plan for special care needs of infants or pets. 	<p style="text-align: center;">AND AT YOUR NEW ADDRESS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check on service of telephone, gas, electricity, water and garbage. <input type="checkbox"/> Check pilot light on stove, water heater and furnace. <input type="checkbox"/> Have appliances checked. <input type="checkbox"/> Ask mailperson for mail they may be holding for your arrival. <input type="checkbox"/> Have new address recorded on driver's license. <input type="checkbox"/> Register car within five days of arrival in state, or a penalty may have to be paid when getting new license plates. <input type="checkbox"/> Obtain inspection stickers and transfer motor club membership. <input type="checkbox"/> Apply for state driver's license. <input type="checkbox"/> Register children in school. <input type="checkbox"/> Arrange for medical services; doctor, dentist, veterinarian, etc. <input type="checkbox"/> Check with your CPA or accountant for tax deductible moving expenses.

SECTION 2: GUIDELINES FOR PACKING HOUSEHOLD GOODS

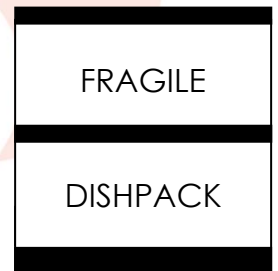
Packing box sizes and suggested use:

1.5 Cubic Feet (Small)	3.0 Cubic Feet (Medium)	4.5 Cubic Feet (Large)/Dish Pack
Books Records Tapes/CD Canned Goods Spices Cutlery Toiletries Medicines Cleaning Products Liquor	Clothes Shoes Linens Toys Games Pots & Pans Non-Fragile Items	Fine China Glassware Art Objects Lamps Vases Pictures All Fragile Items

Additional guidelines:

- * Label top and one side of boxes with black felt tipped pens.
- * Use lots of cushioning in dish packs. (see diagram)
- * Use lots of paper when wrapping dishes.
- * Seal all boxes with good packing tape.
- * Leave non-breakables in drawers.
- * Movers provided wardrobes for hanging clothes.
- * Put loose items (office supplies, tools, toiletries, etc.) in Ziploc bags.
- * Put oils, and all liquids in Ziploc bags

Cushioning



NOTE: These are guidelines, not rules. Use common sense. Speed is the next factor - without causing accidents.

SECTION 3: COMPREHENSIVE MOVING CHECKLIST

Phase One: Pre-Move/Organize (Former House)

Mark your priorities to start the process (list by room)

1.	4.
2.	5.
3.	6.

Phase Two: Organize, Sort & Label

ROOM-BY-ROOM DETAILS

PRE-MOVE

A. KITCHEN AREA

A1. KITCHEN

- Organize, sort, label
- Design new kitchen plan & placement of items
- Decide what supplies are needed for new kitchen
- Container Store/Bed Bath & Beyond online shopping for organizational supplies

A2. SHELF LINER/PAPER (Bed, Bath & Beyond/Container Store/Ace Hardware)

Line shelves with paper/ heavy corrugated plastic in

- Kitchen
- Bath
- Other _____
For housekeeper

A3. PANTRY/BUTLER'S PANTRY

- Organize, sort, label
- Toss old/expired food

B. OFFICE 1

- Sort, Shred or Keep
 - Sort, organize & label: Desk, files, bookshelves, closets, stationery, photos
 - Design, build or purchase shelving to accommodate books, supplies, and files
- Purchase/install: new desks bookcases filing cabinets

C. OFFICE 2

- Sort, Shred or Keep
 - Sort, organize & label: Desk, files, bookshelves, closets, stationery, photos
 - Design, build or purchase shelving to accommodate books, supplies, and files
- Purchase/install: new desks bookcases filing cabinets

D. LIVING ROOM



CHANGING PLACES

MOVING | ORGANIZING | DESIGN

Organize, sort & label: Keep/donate/sell

- Bookshelves
- Knick Knacks/Mementos
- Cabinets/drawers
- Media: Music, CDs, DVDs, records
- Crafts & Games

E. FAMILY ROOM

Organize, sort & label: Keep/donate/sell/give to family or friends

- Art
- Knick Knacks/Mementos
- Cabinets/drawers
- Media: Music, CDs, DVDs, records
- Crafts & Games

F. LIBRARY

Organize, sort & label: Keep/donate/sell/give to family or friends

- Books
- Cabinets
- Drawers
- Desk

G1. PRIMARY BEDROOM

Organize, sort & label: Keep/donate/sell/give to family or friends

- Books
- Jewelry
- Side table 1
- Side table 2
- Bureaus/Dressers
- Drawers

G2. PRIMARY BEDROOM CLOSET

Organize, sort and pack, Divide into sections while sorting:

Keep: Summer/Winter

Donate/sell

Repair/fix: shoes bags/clothes/jewelry

Store Long-term

- PRIMARY closet
- LINEN CLOSET/OTHER (name _____)

G3. PRIMARY BATHROOM

- Medicine Cabinets: Sort old medications for recycling
- Linen Closet
- Under Sink
- Drawers

H. BEDROOMS

Organize, sort, pack/unpack room:

- BEDROOM 1 (Name: _____)**
- BEDROOM 1 closet
- BEDROOM 1 bathroom

- BEDROOM 2 (Name: _____)**
- BEDROOM 2 closet



CHANGING PLACES

MOVING | ORGANIZING | DESIGN

BEDROOM 2 bathroom

BEDROOM 3 (Name: _____)

BEDROOM 3 closet

BEDROOM 3 bathroom

BEDROOM 4 (Name _____)

BEDROOM 4 closet

BEDROOM 4 bathroom

J. LINEN CLOSET/LAUNDRY ROOM

K. GARAGE

Organize, sort, label, haul and recycle items

Toys

Sports gear

Catering/Holiday

Misc. Storage (Cleaning supplies/Paper goods/Automotive)

Overflow pantry items/disaster preparedness items

Tools

Design, buy and install shelving and cabinets in new home

Hire hauler for recycling & hazmat (old paint, cleaning supplies, e-waste etc.)

L. OFFSITE STORAGE SPACE

Organize, sort, pack/unpack items

Design and install shelving and cabinets

Recommend offsite storage facilities

M. DEBRIS REMOVAL, HAULING & RECYCLING

(Applies to several areas of home, including garage, attic, and offsite storage space)

Hire Hazmat Removal Company for paint and toxic chemical pick up

De-clutter and manage the remove of excess household items that are not wanted in the new residence.

Haul away/remove other items (please specify) _____

N. STAGING

Partial staging/styling using existing pieces; style and organize remaining furniture leaving a clean, spacious presentation.

In full house clear out we will work with/coordinate with your staging company

Consult in staging, design and/ or remodel of old residence to expedite sale.

ADDITIONAL ROOMS / REQUIREMENTS

Phase Three: The Move

O. INVENTORY

- Take a digital photo inventory of both Former and New Home (if possible)

P. FLOOR PLAN & LABELING (If possible)

- Create floor plan of the new home to assist client/movers with furniture placement and accurately assess scope of work needed. Measure carpets/floors in new home to ensure furniture fits.
- Label furniture for placement in new home
- Place markings on floor/carpet in new home for furniture placement

Designate/Labeling items for:

- Storage
- Charity (Your preferred charity/organization _____)
- Consignment
- Auction
- Keep/Move

The following are important steps to take in your move process, and we have described our involvement if we were working for you:

Q1. MOVING ESTIMATES (where necessary)

- Recommended: 2 competitive estimates
Solicit estimates from no fewer than two (2) reputable moving companies. CP strongly recommends being present with client during the moving estimate walk-through to assure that the movers get fair and equal information for review when preparing their estimate.

Q2. SUPERVISION OF MOVE

- CP to oversee & supervise entire moving process.
Client not required to be present during actual move.
- Conduct final "walk-through" with moving company supervisor to ensure all items are loaded onto trucks.
- Oversee unload of all boxes & furniture to be placed in appropriate rooms according to floor plan.

Note: Client's selected mover must secure permits (parking or other) for both locations during move. CP is not responsible for parking permits.

Phase Four: Moving Concierge Services

FOCUS ON WORK. WE'LL DO THE REST.

At Changing Places, we want to be the ALL-IN-ONE source for your moving and relocation needs. Our concierge style offerings give you the option to mix and match the specific services required for your project. With our help, all of the distracting, time consuming moving details will be handled expertly, quickly and efficiently. We'll let you focus on work, life and family. Leave the rest to us.

Simply fill out this form and send it back to us at info@changing-places.com to get your project started.

CLIENT NAME _____

PROJECT TIMELINE/DATES _____

ADDRESSES:

Current Address _____ Sq. Footage _____

New Address _____ Sq. Footage _____

PHONE:

HOME _____ OFFICE _____

HIS CELL _____ HER CELL _____

CLIENT EMAIL 1 _____

CLIENT EMAIL 2 _____

SPECIAL NOTE:

DESIRED SERVICES (please select all that apply)

TYPE OF PROJECT

- | | |
|--|--|
| <input type="checkbox"/> Move | <input type="checkbox"/> Estate Clear Out |
| <input type="checkbox"/> Local | |
| <input type="checkbox"/> National | <input type="checkbox"/> Staging and/or Design |
| <input type="checkbox"/> International | |
| <input type="checkbox"/> Downsize/Right size | <input type="checkbox"/> Organizing |

ARTWORK

- Crating/Special Art Handling – Hire professionals to crate and transport artwork
- Hire professional picture hanger to install artwork & photographs.
- Insurance

EARTHQUAKE PREPARATION

- Bracket all tall furniture to wall.
- Purchase earthquake kits for Client's home and car.

CLEANING

Arrange cleaners for:

- Former Home (post-move)
- New Home (pre-move and post-move)

Additional:

- | | |
|---|--|
| <input type="checkbox"/> Carpet | <input type="checkbox"/> Power Washing |
| <input type="checkbox"/> General Cleaning | <input type="checkbox"/> Upholstery |
| <input type="checkbox"/> Floors | <input type="checkbox"/> Windows |

Other: Please Specify _____

INTERNET TECHNOLOGY & AUDIO/VISUAL RELOCATION SUPPORT

- Hire technician for home media installation.
- Hire computer technician to assemble, set up computer and related equipment in new office.
- Hire technician to install phone, fax, TV Services

UTILITIES (FORMER & NEW HOME)

Disconnect and transfer services using simple CP authorization & consent form.
Indicate services needed (authorization form will be provided):

- | | |
|---|---|
| <input type="checkbox"/> Water | <input type="checkbox"/> TV/Satellite Services |
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Phone System Installation |
| <input type="checkbox"/> Fax/Copier Installations | <input type="checkbox"/> Address Change (mail) |
| <input type="checkbox"/> Garbage/Sanitation | <input type="checkbox"/> Home Theater/Audio |
| <input type="checkbox"/> Internet/Wireless | <input type="checkbox"/> Other:
Please specify _____ |

OUTSIDE VENDORS

CP will provide at least 2 contractor referrals for each category selected:

- | | |
|--|---|
| <input type="checkbox"/> Architect | <input type="checkbox"/> Florist/Plant Care |
| <input type="checkbox"/> Appraiser | <input type="checkbox"/> Furniture Finishing/Upholstery |
| <input type="checkbox"/> Alarm Company | <input type="checkbox"/> Furniture Assembly |
| <input type="checkbox"/> Auctioneers | <input type="checkbox"/> Gardener |
| <input type="checkbox"/> Carpet Company | <input type="checkbox"/> Gym equipment, assembly & repair |
| <input type="checkbox"/> Carpenters | <input type="checkbox"/> Handyperson |
| <input type="checkbox"/> Childcare/Nanny/Babysitter Services | <input type="checkbox"/> Hardwood Floor Company |
| <input type="checkbox"/> Chimney Sweep | <input type="checkbox"/> Home Theater, Audio & TV |
| <input type="checkbox"/> Cleaning Service | <input type="checkbox"/> Hot Tub/Spa/Pool Service |
| <input type="checkbox"/> Closet Company | <input type="checkbox"/> Painter |
| <input type="checkbox"/> Contractors | <input type="checkbox"/> Pet Care |
| <input type="checkbox"/> Decorator/Interior Designer | <input type="checkbox"/> Plumber |
| <input type="checkbox"/> Document Shredding | <input type="checkbox"/> Silver/Brass Restoration |
| <input type="checkbox"/> Electrician | <input type="checkbox"/> Window Treatments (curtains, blinds, shades) |
| <input type="checkbox"/> Feng Shui Consultant/Practitioner | <input type="checkbox"/> Wood Restoration |

CP will not be responsible for packing and unpacking of special valuables, breakables and artwork. This includes all types of computers, mobile phones and jewelry. Client must identify all valuables of \$1000 or more. Clients will need to provide an appraisal or show receipts to prove their value.

By signing this, you have read and agree to the above terms and agreements.

Signature _____ Date _____
Client

Signature _____ Date _____
Changing Places