

Company Name

Tagging and Moving Instructions



Employee Name

Your unique moving tag color and number are shown at right.



Please place completed tag labels on all the items to be moved to your new location. Office contents will be identified by a designated **number**.

- All boxes/moving containers will be provided by Central Moving Systems.
- Each employee is responsible for packing the contents of their office, desk, or work-station. These items should be labeled according to the destination location desired.
- When packing please do not overfill containers. All tops must be closed and flat for proper transport.
- All boxes/containers should be tagged on both "short sides", not on the top of the container.
- Libraries/File Rooms will be packed by Central Moving Systems.
- Please tag your trash cans and recycling bins that are to be transported to your new location.
- Employees with special needs for packing assistance, please notify your move coordinator.
- Each major computer component should be tagged individually (i.e. monitor, cpu, docking station, printer, scanner, etc.). Minor peripherals such as a mouse, mouse pad, speakers, keyboard, etc should packed inside a zip-style bag which will be provided by Central Moving Systems.
- All computer equipment will be disconnected and bagged by the IT Department. Central Moving Systems will transport computer related items to the new location.
- Employees with Laptops +/-or PDA's should check with move coordinator for transport instructions.
- Please Do Not take or pack any peripheral (i.e. keyboards, zip drives, docking stations, mice, trackballs, etc) into move crates or boxes. They are needed for set up by your IT department at your new location.
- There is no insurance coverage for any personal property. Personal pictures, plants, clothing and other personal items will not be moved. Central Moving Systems does not have any liability for damage to or loss of personal items. Please take all personal items, as well as any other items of concern, home in advance of the relocation.



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