



If you are relocating on behalf of an organization, find out about you approved expenses due to your moving, and which costs you will have to personally pay.

12 weeks before international shipping

1. Prepare a folder with all moving-related material.
2. Check the criteria for staying in the target country and which visa will you need: immigration, employment, residential, driver's license and more. Start applying for them.
3. Start learning about your new living area on-line, in forums, newspapers, magazines, travel guides, books and more.
4. Start arranging your new living arrangements in the new location: home, schools, kindergartens, dorms, bank account, telephone, electricity etc.

8 weeks before international shipping

1. Start going over your things. Check which you will need, which you could store and which you can get rid of.
2. Call us for volume estimation and price offer ([click for details](#)); or call 1-800-390-139

6 weeks before international shipping

1. Check that your passport is valid for at least one year, preferably until your planned return date.
2. Check whether certain vaccinations are required in the target country.
3. Contact medical institutes, schools, government offices etc. and ask for copies of personal documents you will need.
4. Gather important personal documents such as birth certificates, medical documents, marriage license etc. Think about which documents you will be taking with you, make copies of them and store them in a safe place with the originals you will leave behind.
5. Prepare a list of all institutes you will have to notify about the move: insurance companies, banks, government institutes, schools etc.
6. Cancel memberships and subscriptions to gyms, newspapers, magazines etc.
7. For tax and V.A.T. save the receipts of new purchases.
8. If you intend to store some of your belongings, start organizing it now.
9. Renew only essential food supply that will last until moving day.

4 weeks before international shipping



1. Coordinate the end date of the various services given by companies such as cable, telephone, electrical etc.
2. Finalize all travel arrangements: tickets, visas, hotels, car rental etc.

2 weeks before international shipping

1. Receive boxes and packing material from us for items you wish to pack by yourself.
2. If a family member needs medications, make sure you have sufficient supply.
3. A week before international shipping
4. Notify all relevant factors about the move, according to a list you prepared.
5. Cancel standing orders, if they are no longer relevant.
6. Prepare a folder with all required documents for the move: passports, tickets, hotel vouchers, car rental vouchers, work permits, visas etc.
7. It is important not to accidentally pack the documents together with the items sent on packing day

A day before the move

1. Pay and close all open accounts
2. Verify and confirm all flight and hotel bookings.
3. Secure moving parts in washing machine, dryer, electrical appliances etc.
4. Defrost and dry your fridge and freezer.
5. Backup computer's hard-drive.
6. Disassemble and gather all sound equipment of your stereo and computer (mouse, microphone, headphones etc.)
7. Disassemble and gather all cables and adaptors and mark them clearly, so that you can later easily reassemble them.
8. Take the batteries out of electrical appliances.
9. Empty the water out of irons, kettles etc.
10. Empty work tools and gardening tools of oils and fuels.
11. Take the bag out of the vacuum cleaner.
12. Clean items well including emptying ashtrays, bins, vases etc.
13. Appropriately rid expandable products, or product with expiry dates.
14. Put aside all items and documents you don't want sent in the cargo.
15. Pack yourself and clearly mark products you will need when your shipment arrives.

Moving day

1. Make sure one family member is at home for all packing stages. A family member will be required to fill out required forms for shipping.



2. Read and document various clocks: water, electricity, gas etc.

List of personal documents

1. Medical
2. Dental
3. Education
4. Birth
5. Marriage
6. Finances
7. Insurance
8. Passport
9. Visas
10. Driver's license
11. Plane tickets
12. Hotel vouchers
13. Car rental vouchers
14. Lease contracts

List of informing

1. Government offices
2. Financial institutes
3. Insurance companies
4. Post
5. Cable (T.V.)
6. Telephone
7. Gas
8. Electricity
9. DVD rental
10. Newspapers
11. Magazines
12. Gym