



## *Riley and Sons Moving & Storage*

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### **IMPORTANT RULES**

For the following items to be moved by Riley & Sons Moving Co., they **MUST** be packed into boxes, either by you ahead of time or by our moving crew. Anything packed by Riley & Sons will be an additional charge which is calculated by the time and materials used.

All pictures, paintings, mirrors, glass tops, glass shelves, glass doors that are not encased in wood, and marble tops or statues must be packed into boxes/crates either by you or by our moving crew, so that these may be transported safely.

All lamps and shades must be packed into boxes separate from each other. Floor lamps will be discussed on an individual basis; however, the shade and/or globe, and the bulb must be removed and packed.

ALL FLAT PANEL, PLASMA, or LCD TVs should be packed into their original cartons. However, if you do not have the original cartons, TV cartons can be purchased from Riley & Sons Moving & Storage, either prior to the move, or we can pack the televisions on the day of at an additional cost. Home Depot, Lowes, and some self-storage facilities may also carry these cartons as well. All electronic equipment such as VCR's, DVD players, stereo and computer equipment must be packed into boxes.

ALL MATTRESSES AND BOX SPRINGS MUST BE PACKED IN PLASTIC BAGS. Riley and Sons can provide these bags at an additional cost, or they can be purchased at Home Depot, Lowes, U-Haul etc.

Other than the afore mentioned, all loose items, knickknacks, etc., must be packed into boxes with lids and taped shut (please use packing tape, **NOT** duct tape or masking tape). Please remember to label your boxes on the tops and at least one of the sides and label which boxes contain fragile items.

ALL clothing in closets must be packed into boxes. We **WILL NOT** move trash bags. However, dresser drawers may contain clothing and linens, but clothing and linens **ONLY!**

ALL gas and water lines **MUST** be disconnected prior to our moving crew's arrival at your location. Riley and Sons **WILL NOT** be responsible for any damaged gas or water lines.

#### **PLEASE BE ADVISED**

- **Remember to keep with you all jewelry, documents, medications, money, AND valuables.**
- Unless otherwise noted, all trucks will arrive between 7:30 and 8:30 am to begin loading.
- IF elevators are needed for your relocation, it is your responsibility to schedule all dates and times.
- Please advise us immediately of dates and times reserved.

**\*\*\*Payment is either due upon delivery or upon completion of the job via CASH, CASHIERS CHECK OR MONEY ORDER PAYABLE TO RILEY AND SONS MOVING CO. We do accept all major credit cards. However, with credit/debit card payments you will be charged a 3% processing fee. WE DO NOT ACCEPT PERSONAL CHECKS.**

We appreciate your understanding and cooperation with the above, so that we may provide you with a safe, professional, and pleasant moving experience. Thank You!