



## *Riley and Sons Moving & Storage*

9800 Ashton Road

Philadelphia, PA 19114

Phone: (215)-342-0228 Fax: (215)-331-8475

Email: info@rileyandsonsmoving.com

### **IMPORTANT RULES**

In order for the following items to be moved by Riley & Sons Moving Co., they MUST be packed into boxes either by you, the customer, or by the Riley moving crew. Anything packed by Riley & Sons will be an additional charge based on 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, the customer, or by Riley & Sons Moving Co., so that these items may be transported safely.

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

Riley & Sons will move televisions as is unless it is a FLAT PANEL or PLASMA TV. These specific items must be in their original cartons or crated by our company in order to be transported on our truck. All electronic equipment, such as VCR'S, DVD players, stereo & computer equipment must be packed into boxes.

Other than the aforementioned, all loose items, knickknacks, etc., must be packed into boxes with lids and taped shut. Please remember to label your boxes on the tops and at least one side and indicate where they are to be placed at your new residence. Please label all boxes containing fragile items accordingly.

Last, but not least, ALL clothing in closets must be packed into boxes. We WILL NOT move trash bags. However, dressers can be moved as is, with clothing and linens packed inside, but clothing and linens ONLY!

#### **Please be advised:**

- Unless otherwise noted, all trucks will arrive between 7:30-8:00am to begin loading.
- It is **your responsibility** to schedule all dates and times for elevators, if elevators are needed for your relocation.
  - Please advise us immediately of dates and times reserved

\*\*\*All charges are payable either upon delivery or upon completion of the job via cash, cashier's check, or money orders made out to Riley & Sons Moving Co. We do accept Visa, MasterCard, Discover, and American Express as well. However with the credit/debit card, you will be charged a 3% processing fee.

We appreciate your understanding and cooperation towards our rules/regulations!

Thank you,  
Kevin Riley