

# Domestic Move Process

*For Transferee*



## **Domestic Move Process for Transferee**

We at Paramount would like to thank you for the opportunity to assist on your upcoming relocation.

We realize that relocating can be a stressful and sometimes unnerving endeavor. By dealing with a professional, experienced company, you can rest assured that every effort will be made to make for a seamless transition. Here at Paramount, we pride ourselves in employing the most seasoned staff who are available to assist with each important aspect of the relocation process.

Paramount specializes in the moving of household goods and personal effects for employees of multinational companies, private individuals, diplomats and ambassadors from a variety of nations. Through the years we have helped thousands of families relocate worldwide. We strive to meet the needs of you, our valued client. Let us explain the main points and procedures about moving within the United States.

### **There are basically four steps to your move**

#### **Step 1: SURVEY/ESTIMATE**

A Paramount representative will visit your residence to perform a pre-move survey. This gives us the chance to estimate the weight and volume of your shipment. It also lets us determine the amount and type of packing materials we will need. By performing a detailed survey, we are better able to offer the most competitive and accurate rates for your shipment(s). Since different people have different needs, we will listen carefully to any questions, comments and concerns that you have.

#### **Points to Remember:**

- To ensure an accurate estimate, try to have a good idea of which items will be shipped, and which items will go into storage or will stay, before our surveyor arrives.
  
- Keep in mind any special requirements such as crating, or second point pick-ups or deliveries, and advise us of any large items that you intend to purchase prior to your move.

## **Step 2: PACKING**

Our packers are fast and efficient and cut no corners when it comes to making sure that every item is packed thoroughly and completely. The crew chief will be on hand to make sure the pick-up goes smoothly.

### **Points to Remember:**

- To avoid having things mistakenly packed, please separate items that are not to be packed (especially passport, plane tickets, keys, etc.) from the items that are to be packed.
- Valuable items such as jewelry, stamp or coin collections, or important documents should not be included in an air or surface shipment.
- Before our packers leave, walk through your home once to make sure nothing was left behind.
- We will pick up the necessary documents that were given to you at the time of the survey. Make sure to sign them and return to the crew chief.

## **Step 3: TRANSPORTATION PREPARATION**

Once the shipment is picked-up, it is prepared for shipping. Paramount will handle all the logistics of the relocation. Control is maintained through constant monitoring of your shipment by all agents and carriers involved. We contract only the most reliable and reputable agents to handle your shipment.

## **Step 4: DELIVERY**

When your shipment is ready to be delivered, we will contact you to arrange delivery at your convenience. We can also arrange storage if required. We are there to serve all your needs. Our service will include delivery, unpacking and placing of all items, and removal of all packing materials and debris to your satisfaction.

### **Points to Remember:**

- Have a good idea of where you want things to go before the delivery crew arrives.
- Please advise our agent of any items that may require special assembly.
- Will everything fit? Please alert our agent with any concerns you may have about fitting your items into your new residence.
- Check everything carefully to make sure there are no missing items and that everything arrived in good condition. Indicate any exceptions on the inventory and sign. You will receive a copy of this.

### **Things to do before you leave:**

The following is a general checklist to help you prepare for your move:

- Please complete and sign all relevant documents (the customs forms and insurance inventories that are sent to you by your Paramount Relocation Specialist). Let us know if you have any questions about these forms, and we will walk you through them.
- Make arrangements to transfer bank accounts.
- Discontinue the following services:
  - Telephone (please wait until the last day to do this)
  - Electricity
  - Gas
  - Water
  - Trash
  - Newspaper
  - Cable T.V.
  - Security Systems
- Arrange for mail to be forwarded and advise everyone of your change of address.
- Refrain from shipping your valuables or important documents. Take them with you. These include:
  - Money
  - Passport
  - Stamp and coin collections
  - Jewelry
  - Stocks and bonds
  - Birth certificates, medical and dental records, school records
  - Bank / Investment records, insurance records
- Visit the vet to obtain necessary health certificates for your pet(s). A health certificate is often required within 10 days of departure. Both dogs and cats will often require rabies vaccinations not less than 30 days before departure.
- The required documents for pet shipments depend very much on the country to which they will be going. Please speak with your Paramount Relocation Specialist well in advance of your relocation to confirm any requirements.
- We recommend that you not ship the following items as doing so may cause problems:
  - Firearms
  - Ammunition and explosives (propane tanks)
  - Foodstuffs (unless canned or dried)
  - Hazardous materials (flammable or corrosive items)
  - Plants