



**PLEASE FEEL FREE TO VISIT  
OUR FACILITY**

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## PREPARATION

- A. Begin a "Throw A Way" Campaign. All personnel should throw out items not needed. It saves time and money.
- B. One way to insure an effective move is to properly coordinate and manage the move. This can be done by assigning people certain jobs and defining their responsibilities.

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- C. Special boxes for moving will be provided by the professional moving firm of **T&N Van Service.**

## MOVE POLICY

- There will be **No** changes made to the approved floor plan during the course of the move. Any changes / revisions to the floor plan will be discussed after the final move.
- Fill in attached move stickers clearly with your new location number. All items moving (boxes, computers, keyboard, and printers) are to be labeled with these move stickers. **Any item not appropriately labeled will not be moved.**
- All communications with the Move Team should be handled through your designated Move Coordinator.
- **Do Not Pack** the following items; telephones, power cord (surge protector), keyboard tray, mouse, speakers or computer cables.
- **Do Not Pack** small appliances; coffee makers, toasters, toaster ovens, microwaves, space heaters, fans etc. If you have any appliances moving just place a label on each and they will be packed and moved by the move team.

- Telephones should be disconnected, labeled and left on the desk or packed in zip lock bags.
- Department move coordinators shall verify:
  1. That all contents, records, files and equipment are tagged and coded properly (see tagging / labeling attachment). **Any item not appropriately tagged will not be moved.**
  2. All furniture must be cleared and emptied of contents.
  3. Employees should tape all desk / file keys to furniture and leave office keys in the door.

Please read and follow these move instructions when you are packing:

### **MOVING BOXES**

- Pack all contents of desk, credenzas, storage cabinets, file cabinets and bookcases.
- Special box labels will be provided for moving. Separate color codes and numbering system will be used to identify each box to a specific floor / office / workstation location. This information will be provided to your move coordinator. **Do Not Use a Different Color Label Than What Was Distributed To You.**
- It is important to pack each box so that it can be properly handled. Close all boxes flat and tag with the correct move label.
- Since boxes will be stacked 3 high please place labels on the narrow side of each box where they are visible to both the movers and yourself.
- Cover or remove any old move labels.
- **Do Not Overload Boxes.**
- See attachment "A" for labeling instructions.

## **FILING CABINETS**

- Vertical file cabinets can be moved full. With lateral file cabinets the bottom two drawers can stay full. For instance a 2-drawer lateral file cabinet can stay full, a 3-drawer lateral the top drawer would have to be packed, a 4-drawer lateral the top 2-drawers would need to be packed and so on.

## **FURNITURE / EQUIPMENT**

- Only approved furniture and equipment will be moved (i.e. TV's, VCR's, PC's, carts etc).
- Pack entire contents of your office or workstation.
- NOTE: any contents left behind will be thrown away so be sure to pack all your contents.
- See attachment "A, B & C" for labeling instructions
- Printers that are being relocated should be turned off and empty half of the paper from the paper tray.

## **ARTWORK / PERSONAL ITEMS / MISC. ITEMS**

- Tag all artwork and personal items that do not fit into boxes.
- Leave artwork on the walls and label. Only office artwork will be relocated.
- All fragile or breakable items should be taken home. There is no liability on personal items you allow the movers to move. You may wish to take these items home prior to the move to insure their safety.
- See attachment "B & C" for labeling instructions.
- All previously boxed belongings must be in a secure sturdy box and labeled properly.

ATTACHMENT "A"

Instruction for Preparing Labels

To identify an individual's moving crate.



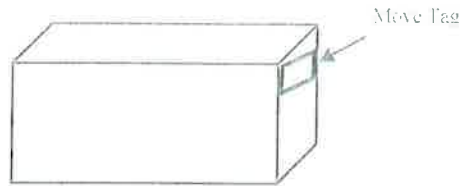
*Note:* Fold back top left-hand corner of label when applying to moving crates. This will ensure easy removal.

## ATTACHMENT "B"

### Moving Label Locations

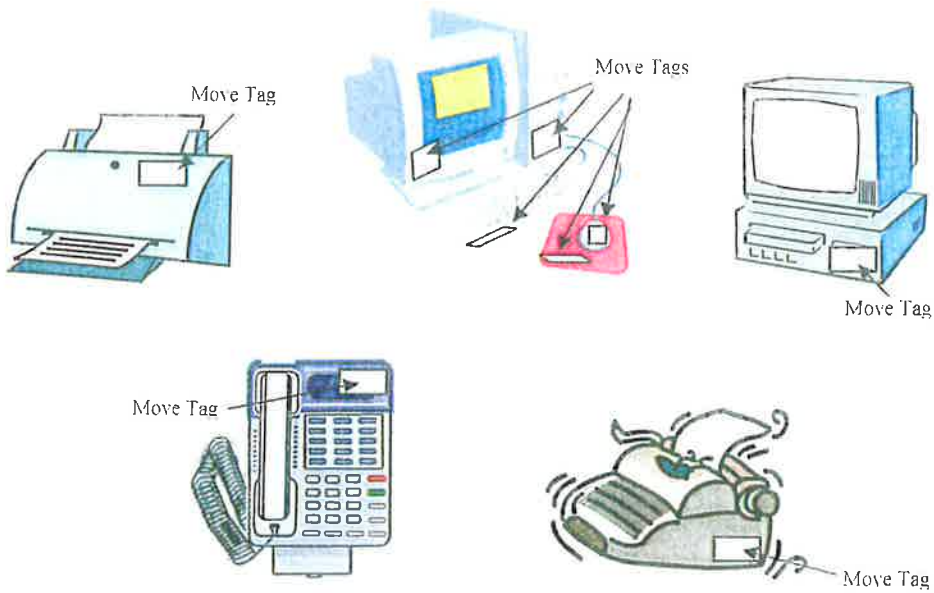
#### **Crates**

Place Moving Label on end of crate only

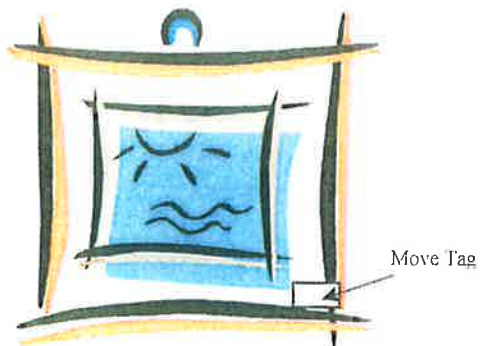


#### **Computer / Office Equipment**

Label each piece of computer equipment separately

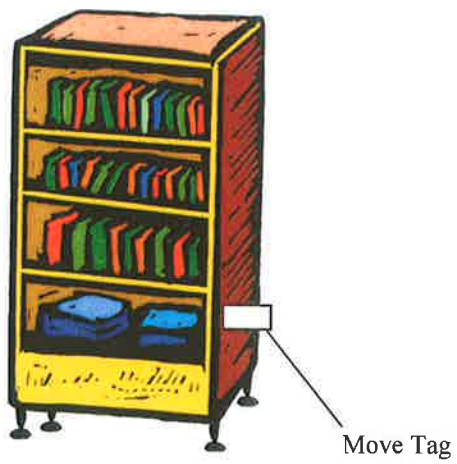
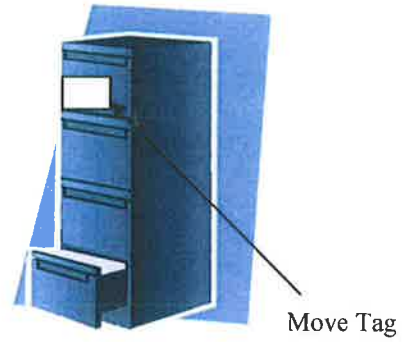
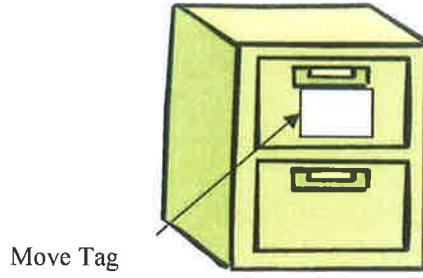
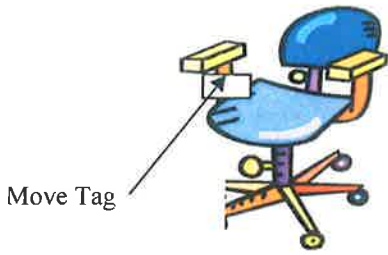


#### **Artwork / Whiteboards**



ATTACHMENT "C"

Office Furniture:





# Tyga-Box Means Pack Direct To Dolly

Never Lift A Box Unless Its Empty

1. Place EMPTY  
Tyga-Box On Tyga-Dolly  
And Pack It

2. Flip Lids Shut

3. Place Next EMPTY  
Tyga-Box On Stack  
And Pack It

4. Continue To Build Stack  
As You Pack

5. Maximum 4 High

6. With File Rails

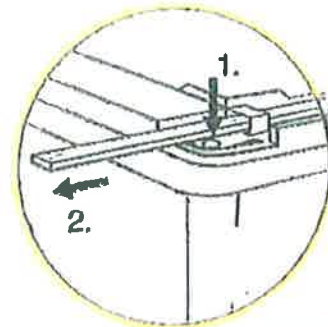
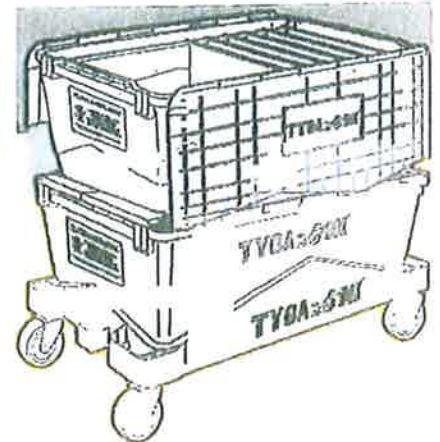
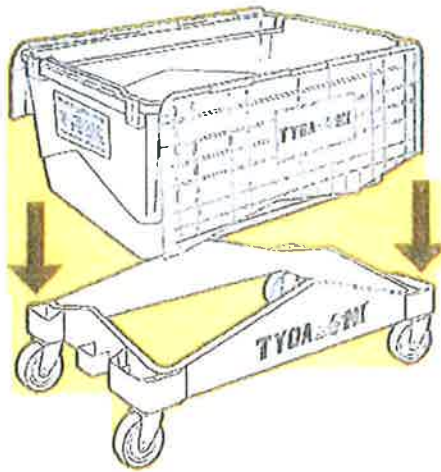
Rails Are Stored On Top Of Lid  
Press Down On Button 1 And Pull Rails Out  
Then Place Rails In Slots Inside Box  
Outer Slots For Legal / Inner Slots For Letter  
RETURN RAILS TO LID AFTER USE

7. Without File Rails

Legal Size Files Along The Length  
Letter Size Files 2 Across

8. E-Z Peel Placard

Place Labels ONLY On The Placard  
Your Mover Knows To Look For Them There  
Please Remove Labels After Use



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