



Customer Information

Moving Day Contact Name:		Move Date:	
Notes:		PQ Moving Contact	office@premiumqmoving.com

Moving Checklist: Task Table

Moving Task	Recommended Timeframe	Notes	Assigned To:	Completed
1. Sort & Declutter	6-8 weeks before move	Decide on items to keep, sell, or donate.		<input type="checkbox"/>
2. Order Moving Supplies from PQ Moving	6-8 weeks before move	Contact us for quality moving supplies here.		<input type="checkbox"/>
3. Book Packing Services with PQ Moving	6-8 weeks before move	Save time by booking our professional packers here.		<input type="checkbox"/>
4. Create Moving Binder	6-8 weeks before move	Organize important documents.		<input type="checkbox"/>
5. Start Packing Non-Essentials	4-6 weeks before move	Begin with items like seasonal decor.		<input type="checkbox"/>
6. Organize Important Documents	4-6 weeks before move	Collect essential documents for your "Survival" Box.		<input type="checkbox"/>
7. Confirm Moving Details	4-5 weeks before move	Verify date, arrival time, and deposit.		<input type="checkbox"/>
8. Arrange Utility Setup	4-5 weeks before move	Schedule utilities for new home.		<input type="checkbox"/>
9. Notify Important Contacts	4-5 weeks before move	Update address with post office, banks, etc.		<input type="checkbox"/>
10. Book Storage Unit with PQ Moving (Optional)	4-5 weeks before move	Inquire about our storage solutions for flexible move-in timing.		<input type="checkbox"/>
11. Finalize Packing Supplies	3-4 weeks before move	Ensure enough boxes, bubble wrap, and tape.		<input type="checkbox"/>

12. Take Measurements in New Home	3-4 weeks before move	Check entryways and rooms for furniture fit.		<input type="checkbox"/>
13. Request Time Off Work	3-4 weeks before move	Ensure availability on moving day.		<input type="checkbox"/>
14. Organize “Survival” Box	2-3 weeks before move	Prepare essentials (keys, chargers, meds).		<input type="checkbox"/>
15. Arrange Parking Permits	2-3 weeks before move	Apply yourself or hire Permit Puller .		<input type="checkbox"/>
16. Schedule Cleaning Service	2-3 weeks before move	Arrange final cleaning of current home.		<input type="checkbox"/>
17. Complete Remaining Packing	1-2 weeks before move	Leave out only essentials for the last days.		<input type="checkbox"/>
18. Disassemble Large Furniture	1-2 weeks before move	Keep parts labeled and organized.		<input type="checkbox"/>
19. Submit COI Request	1-2 weeks before move	Download or request custom COI here.		<input type="checkbox"/>
20. Confirm Move Details	2-3 days before move	Double-check schedule and any special instructions.		<input type="checkbox"/>
21. Send Inventory Photos	2-3 days before move	Send photos or a video walkthrough of your items to office@premiumqmoving.com		<input type="checkbox"/>
22. Defrost Refrigerator	1-2 days before move	Unplug and clean to prevent leaks.		<input type="checkbox"/>
23. Pack Remaining Essentials	1-2 days before move	Pack daily-use items, like toiletries.		<input type="checkbox"/>
24. Prepare Cash Payment	1-2 days before move	Have cash ready if applicable (10% discount).		<input type="checkbox"/>
25. Charge Electronics	1-2 days before move	Ensure phone, laptop, and other essentials are fully charged.		<input type="checkbox"/>
26. Secure “Survival” Box	Moving day	Place in car or safe spot, away from movers.		<input type="checkbox"/>
27. Communicate with Movers	Moving day	Confirm contact info and be available for questions.		<input type="checkbox"/>
28. Final Walkthrough	Moving day	Check all areas and secure any keys.		<input type="checkbox"/>

29. Inspect Items After Unloading	After move	Notify Premium Q Moving if any issues arise.		<input type="checkbox"/>
30. Unpack Essentials First	After move	Focus on bathroom, kitchen, and bedding.		<input type="checkbox"/>
31. Confirm Address Changes	After move	Verify new address with remaining contacts.		<input type="checkbox"/>

New Contact Information for Your Move

This section is for recording new contact details at your destination. Fill in this information to make settling in easier.

Contact	Name	Address	Phone Number
New Schools			
Nearby Grocery Stores			
Local Gym			
Nearby Restaurants			
Things to Do/ Recreation			
Emergency Services			

Thank you for choosing Premium Q Moving and Storage! We hope this checklist keeps your move easy and organized. Questions? Email us at office@premiumqmoving.com.

<p>BOSTON</p> <ul style="list-style-type: none"> • (781)-549-8789 • premiumqmoving.com • sales@premiumqmoving.com • @premiumqmoving 	<p>TAMPA</p> <ul style="list-style-type: none"> • (813)-733-4481 • premiumqmoving.com/tampa-moving • tampa@premiumqmoving.com • @tampamoving
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