

Shipment Preparation Checklist for Furniture Transportation

Date: _____

To: [Recipient Name]

From: [Your Name]

Subject: Shipment Preparation Checklist

Checklist:

1. Inventory all furniture items to be shipped.
2. Measure furniture dimensions for truck/load constraints.
3. Disassemble large items as needed.
4. Wrap each item in protective materials (bubble wrap, furniture pads).
5. Label each item with the appropriate destination room.
6. Confirm loading dock or access space availability at both locations.
7. Schedule transportation with the shipping company.
8. Provide any necessary special handling instructions.
9. Confirm pickup date and time.

Please ensure all items are prepared according to this checklist to facilitate a smooth transportation process. Reach out if you have any questions.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]