

Instructions for Furniture Moving Crew

Dear Crew Members,

Please follow the instructions below for a smooth and efficient furniture moving process:

1. Pre-Move Preparations

- Review the moving plan and schedule.
- Ensure all necessary equipment (dollies, straps, blankets) is packed.
- Wear appropriate safety gear at all times.

2. Loading the Truck

- Begin with the heaviest items first for stability.
- Use blankets to protect furniture from scratches.
- Secure items with straps to prevent shifting during transport.

3. Transporting Items

- Drive carefully, especially on uneven roads.
- Make sure to follow all traffic laws.

4. Unloading at the Destination

- Unload in the order that items were loaded to minimize movement.
- Place furniture in designated areas as per client instructions.
- Check off items on the inventory list as they are unloaded.

5. Post-Move Duties

- Ensure all areas are clean and free of debris.
- Conduct a final walk-through with the client.
- Report any damages to the supervisor immediately.

Thank you for your hard work and dedication!

Sincerely,
The Moving Company