



**VOERMAN**  
a moving company



**INFORMATION FOR  
YOUR INTERNATIONAL  
REMOVAL.**



PART OF THE  
**VOERMAN GROUP**



## TIPS FOR PREPARING YOUR INTERNATIONAL MOVE

A good and timely preparation is of the utmost importance, not only for yourself but also for your mover. Following are some tips and guidelines. Please bear in mind that it may take some time before your goods will reach their destination so it might be worth considering taking some items as excess luggage (or having them shipped separate via airfreight). Check in advance if you can use your electrical appliances in the new country. Especially TV systems may differ so please check this on forehand with your local supplier. (In the Netherlands 50Hz - 220 V and PAL B/G or digital receiver TV system). You may also consider buying a multi-system TV and / or DVD/Blue Ray/Home cinema set.

### DURING THE PREPARATION OF YOUR REMOVAL YOU SHOULD TAKE INTO CONSIDERATION:

- › Put an 'emergency kit' together of those items that should be packed last or not be packed at all.  
This could be first aid and/or toilet articles, small tools, coffee and coffee machine, some toys for the children, etc..
- › Keep your personal documents in a safe place so that the movers cannot pack them by mistake.  
Consider hiring a safe with your bank.
- › Remove money, cheques, pin/credit cards, jewellery and other articles that might leave a wrong impression if disappeared. **Please note: this kind of articles is not covered under the transportation insurance.**
- › Remove all items that will not go or clearly mark these with stickers (these stickers will be provided free of charge by Voerman International).
- › Liquids, aggressive and/or flammable substances are a risk for your other possessions and cannot be accepted as such in the move - they should be removed on forehand.
- › Only ship those photographs of which you still have the negatives/digital copies, which again should be kept separate or safely put away in storage.
- › Make pictures of your valuable belongings so that, in case of damage and/or loss, you have proof of the condition before the move. Dated pictures make your proof more valuable.
- › Check if you still have the original packing and/or the security materials of your electronic and computer equipment and have the hard disk of your computer secured. We recommend to backup important files and transport the back-up yourself.

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- › Make arrangements to timely have appliances disconnected, lamps taken off, carpeting removed, etc.  
Upon request (beforehand) we can have our Handyman service take care of this for you at an attractive rate.
- › When you take Dutch bicycles make sure you have a supply of spare parts since these may not be available at your new destination.
- › In case you want us to move your waterbed make sure the manual / instructions are available.
- › Take pictures of furniture that will be disassembled by the mover - it may help the mover at destination to assemble the furniture in a proper way. Be advised, however, that at some destinations a 3rd party service might still be required for re-assembly of the furniture pieces.
- › Make timely reservations with a kennel for your pets thus reducing moving stress to them and yourself.
- › Please make sure you can be reached and that we have your contact information (phone or email address) during the entire move.
- › Remove the cartridge from your printer.
- › Try to block parking space for the removal van the night before the move. Voerman will freely supply you with cards to notify your neighbours.
- › You will receive a box for donating food and a bag for clothing via the Voerman Foundation, please read about it on the last page.

### **THINGS YOU SHOULD NOT FORGET**

#### **Before you leave, make sure that**

- › your meters of gas, water and electricity have been read
- › your mail is being sent through to your contact address in The Netherlands
- › your rent has been cancelled
- › automatic payments are cancelled
- › you have appointed and authorised someone to handle those matters that still need to be taken care of after your departure

#### **Cancel subscriptions to**

- › Telephone / Cellphone
- › Newspaper and periodicals
- › Internet provider (and get free international e-mail address)
- › Training courses

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- > Magazine portfolio
- > Library
- > Sport clubs
- > Theatre subscription
- > Bank / Postal account (check possibilities of an international bank account / credit card)
- > Saving accounts
- > Bank safe

### **MISCELLANEOUS**

- > Cancel or revise continuation of insurances  
(can also be arranged via insurance division of Voerman International)
- > Settle taxes with local and government tax authorities
- > Request for possible refund of rent and/or subscriptions
- > Claim refund of paid subscriptions
- > Claim any savings and/or balance on loyalty cards
- > Notify postal authorities of change of your address
- > Return /request house keys to/ from neighbours
- > Cancel or reschedule appointments
- > Book hotel space
- > Find a place for your pets during the moving days (more relaxing for you and for them)
- > Arrange for collection of last garbage
- > If you take a motor vehicle, have this deregistered with the authorities (R.D.W.)

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### **IMPORTANT:**

PLEASE MAKE SURE TO KEEP ALL IMPORTANT DOCUMENTS, SUCH AS TICKETS;  
PASSPORTS; CREDIT CARDS AND TRAVEL INSURANCE PAPERS SEPARATE,  
SO THAT THEY ARE NOT ACCIDENTALLY PACKED BY US!

### **YOUR PERSONAL CHECKLIST**

Although our suggestions may differ per destination, it is certainly worth spending a few minutes checking these important tips. A final check should be made shortly before your final departure!

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**Make sure that you have:**

- › Passport, valid for all parts of the world.  
Please make sure that your children have a passports of their own
- › Visas (if applicable)
- › International inoculation documents
- › Hotel reservations / vouchers
- › Travel arrangements / documents for the entire journey
- › Details of your travel insurance
- › Proof of cancellation of your registration with the local City Council (so called 'verhuiskaart')  
This document can usually only be obtained 5 days prior to your final departure
- › Birth certificate(s)
- › Marriage certificate
- › Health certificate(s)
- › Statement from your physician, dentist, medical specialist with relevant data about the entire family and (translated) description of medicines
- › Labour contract or any such document from your future employer
- › Diplomas, certificates and/or other qualifications
- › Any references with certified translations
- › For your children: statement from their school with results and type of education followed and also any diplomas or certificate as held by them
- › Address list of relatives, friends and acquaintances
- › Confirmation from car no claim insurance about history (if worth taking)

**What should you also have with you:**

- › The inventory list of your household goods shipment and / or unaccompanied luggage (which will be issued by Voerman International)
- › Sufficient cash for boarding and landing tax
- › Credit card(s) and telephone number of credit card company(ies)
- › Keys of your suitcases and personal baggage
- › Insurance certificates
- › Name of your agent at destination and your contact person at Voerman International

**For your pets:**

- › Valid health certificate
- › Valid documents of vaccination, describing all details

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## TIPS FOR PREPARING THE GOODS THAT GO INTO STORAGE

**Below please find some tips and guidelines, which may be useful for preparation of the possessions that you want to put in storage.**

- › In case (part of) your household will go into storage, we advise you to put these items aside and / or make separations in closets and/or rooms, so that they are easily recognisable. The movers work faster than you might expect and you surely do not want the wrong items to be packed and removed. Upon request we will supply stickers, enabling you to mark the items for storage and/or shipment.
- › Upon selecting the items for storage you should consider if they are worth the costs of storage and if they are still useful when you have them redelivered in due time.
- › Make sure that all items are dry and, above all, as clean as they can be.
- › Woollen articles such as clothing, curtains, tapestries, etc. need to be thoroughly cleaned on forehand. Please bear in mind that the risk of damage by moths can only be reduced (but not eliminated) by proper and preferably professional cleaning.
- › Mildew is created by dirt and/or moisture. In order to prevent this, all appliances such as the fridge, freezer, (dish)washer, stove, microwave, toaster, kitchen machine need to be thoroughly cleaned on both the in- and outside. Do not forget the filters and treat the rubber parts and hoses with talcum powder against drying out.  
All this should be done ultimately one day before the move, thus making sure all are dry.
- › It is recommended to place moist absorbing materials in the appliances, e.g. tights with kitty litter or grinded coffee.
- › Do not forget to remove the dust bag from your vacuum cleaner and to empty and clean wastebaskets and trashcans.
- › Remove batteries from electrical appliances.
- › Stored items are not easily and freely accessible, since they are stored away in cases or container(s). Have camping and (winter) sports articles therefore stored with relatives or friends, or inform us on forehand so that we can make these items more easily accessible in the warehouse.

**A proper preparation will make the move a lot easier for you as well as for the movers. It also helps you to prevent mistakes and possible extra work and expenses.**

» **FEEL FREE TO ASK FOR ADVICE, WE ARE HERE TO HELP!**