



**VOERMAN**  
a moving company



## INFORMATION FOR YOUR INTERNATIONAL REMOVAL



PART OF THE  
  
**VOERMAN GROUP**

## Tips for preparing for your international move

**A good and timely preparation is of the utmost importance to make for a well organized moving day. In the following document we've included some tips and guidelines to help you prepare for your move.**

### **DURING THE PREPARATION OF YOUR REMOVAL WE RECOMMEND THE FOLLOWING:**

- › Separate items that should not be packed with the shipment. This can include jewelry, personal documents, plane tickets, clothes and suitcases coming with you personally, etc..
- › Set aside the items that should be packed last with the shipment. This could be first aid and/or toilet articles, small tools, coffee and coffee machine, some toys for the children, etc..
- › Remove money, checks, credit cards, jewelry and other articles that might leave a wrong impression if they disappeared. Please note: these articles are not covered under transportation insurance.
- › Separate any larger items or boxes that will not go and 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 in the move - they should be removed beforehand.
- › With air freight, all lithium batteries must be removed from devices. It is not allowed to send these unaccompanied. These may be placed in the sea freight container or crate.
- › 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 are preferable.
- › 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.
- › Make arrangements before the moving day to have appliances disconnected, lights taken down from the wall or ceiling, carpeting removed, etc. Upon advance request you can request our Handyman Service to take care of this for you.
- › In case you want us to move a 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 reassembly of the furniture.
- › Make timely reservations with a kennel for your pets thus reducing moving stress to them and yourself.
- › Please make sure you can be reached by phone and or email during the move.
- › Remove the cartridge from your printer.
- › If you would like to donate food and clothing that you are not taking with you, we can deliver it to needy people via The Voerman Foundation.
- › 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.
- › 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).

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## Things you should not forget

### Before you leave, make sure that

- › your meters of gas, water and electricity have been read and that you have photographs of them
- › your mail is being sent through to your contact address
- › your lease has been cancelled
- › automatic payments for any unnecessary domestic services or utilities 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 / periodicals
- › Internet provider
- › Sport clubs

### 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
- › 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
- › 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

### 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!

### **Make sure that you have:**

- › A valid passport. Please make sure that your children have a passports of their own
- › Visas (if applicable)
- › International inoculation documents
- › Hotel reservations
- › Travel arrangements / documents for the entire journey
- › Details of your travel insurance
- › Marriage certificate
- › Health certificate(s)
- › Statement from your physician, dentist, medical specialist with relevant data about the entire family and (translated) copy of prescriptions
- › Work 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

### **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 cards and telephone numbers of your credit card companies
- › Keys to your suitcases and personal baggage
- › Insurance certificates
- › Name and contact of your move coordinator at Voerman International

### **For your pets:**

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

## 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.

- › For items that 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.
- › Make sure that all items are dry and, above all, as clean as they can be.
- › Woolen articles such as clothing, curtains, tapestries, etc. need to be thoroughly cleaned before being placed in storage. 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 inside 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. If you would like to have professional cleaners help take care of this, we can help arrange a cleaning service.
- › It is recommended to place moisture 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). Inform us of items you wish to be able to get more easily, such as camping and (winter) sports articles so that we can make these items more accessible in the warehouse.

**IF YOU SHOULD HAVE ANY QUESTIONS REGARDING THE PREPARATION FOR YOUR MOVE,  
PLEASE FEEL FREE TO ASK FOR OUR ADVICE, WE ARE HERE TO HELP!**

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