



Place Label Here

## Pre-Move Checklist

Pencil tray empty	<input type="checkbox"/>
Supply Cabinets Cleared	<input type="checkbox"/>
All bookcases cleared	<input type="checkbox"/>
All computer tables/shelves cleared	<input type="checkbox"/>
All manuals, books and other loose items packed	<input type="checkbox"/>
Breakable items properly packed	<input type="checkbox"/>
Wall items taken down and packed	<input type="checkbox"/>
All personal items packed	<input type="checkbox"/>
All cartons tagged	<input type="checkbox"/>
All labels properly marked	<input type="checkbox"/>
No loose items in cubicle/office	<input type="checkbox"/>
Hard drive data files backed up	<input type="checkbox"/>
PC monitor labeled	<input type="checkbox"/>
Printer labeled	<input type="checkbox"/>
Wastebasket labeled	<input type="checkbox"/>

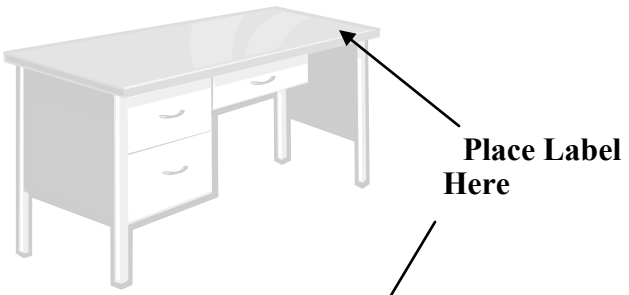
## QUALITY INSTALL L.L.C.

2415 COUNTRY POINT LANE  
 WENTZVILLE, MO. 63383  
 636-332-9474



## Correct Label Locations and Pre-Move Checklist:

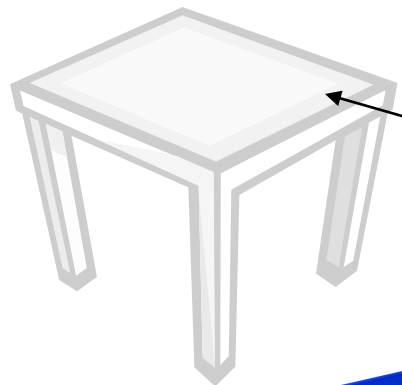
On the inside of this brochure you will find the proper place to label your items that will move with you. We have also included a check list on the back for your convenience.



**Place Label Here**



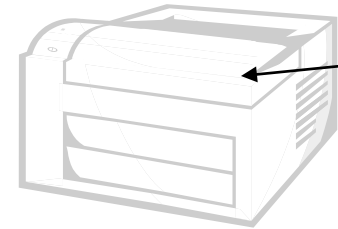
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