



GENE'S
Moving Service, Inc.

*The Neighborhood
Moving Guys*

215-627-1347

Fully licensed and insured for your ease
of mind: PA PUC #A00106856

Customer Information Packet



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How much will my move cost?

Rates vary depending on how many men and how many vehicles are required for your move.

The cost is determined by the scope of your move and the logistics:

How much stuff you have?

Number of rooms?

Flights of stairs?

How close we can park to your door?

Where an apartment or office is located relative to the freight elevator?

Our rates are lower on weekdays and higher on the weekend.

We charge by the hour and pro-rate by the half hour.

The more organized and prepared you are--the more efficient our men can be for you.

You will be charged for the actual time required to complete your move.

The PA PUC imposes a daily fuel surcharge on local moves. The state sets that amount and it fluctuates every few weeks between \$25-\$40 depending on distance traveled.

On-line estimates can be misleading. For a more accurate estimate, please **call us at 215-627-1347** so we can discuss the details of your move.



Costs

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*Our rates are competitive with all high quality,
licensed local movers in the Philadelphia area*

National van lines tend to have the highest rates. Unlicensed and inexperienced crews usually have the lowest rates. We are in compliance with state regulations, insurance standards and provide social security, medicare, unemployment compensation as well as workers compensation for our employees.

The Pennsylvania Public Utility Commission regulates moving rates in the Commonwealth. All movers are required to have a PUC license and report to the state annually.

Our PA PUC license number is A00106856.

www.puc.state.pa.us

Forms of payment

We accept cash, checks or money orders

We do not handle credit cards.

Payment is due in full immediately upon completion of the move.

We can bill your company for a move if proper written authorization has been received in advance of the move.



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Costs



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Reserve Freight Elevator

If you are moving from or into a high-rise building please reserve the freight elevator in advance of your move. Some buildings charge a fee for use of the freight elevator.

Center City Philadelphia Parking Permits

If you are moving in Center City Philadelphia contact Traffic Engineering at 215-686-5524 (or 5525) for a parking restriction permit.

Pet Safety

Please protect your pets on moving day. The door will be open while we are moving and we don't want your pets to escape. Some people lock their pets in the bathroom, put their cat in a travel carrier or keep their dog at a neighbor's house.

Be Ready When We Arrive

Clear all dresser, desk and table tops--these may be among the first things that go on the truck. Remove all sheets and blankets from the beds.

Plan Ahead

Do your best to figure out where you will want furniture placed in your new home or office--this enables us to be most efficient on the day of your move.



Reminders

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Gene's Moving provides professional packing services

We can pack as much or as little as you want us to do.

You can do all of the packing, some of the packing or we can do it all for you.

When we pack it is usually done the day before your move.



Packing

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If you are packing the boxes...

Start Early

Allow plenty of time to pack prior to the move. Most people have accumulated far more than they realize. We are usually unable to pack cartons on moving day.

Box It Up

Empty desk drawers, cabinets, bookcases, wall units, night tables and pack contents in cartons.

Use small boxes for heavy items and large boxes for light items.

Fill each box to avoid crushing.

Many people like to use plastic storage tubs in addition to cartons.

Cushion, Seal and Label the Boxes

Pad the bottom of the box, stuff paper into the corners of the box and cover the top.

Seal all boxes. We cannot put cartons on the truck with loose items that may fall out.

Label each box with the contents and identify the room. It works well to use a color-coding system to differentiate room designations. Example: **RED FOR KITCHEN, BLUE FOR LIVING ROOM...**

Wardrobe Cartons

Wardrobes have a bar at the top to make it easy to hang clothing on hangers right from the closet. Each wardrobe holds about 2 feet of closet space.

We provide two (2) wardrobe cartons for use during the course of your move--these are emptied and returned at the end of the move. Please let us know if you want to purchase additional wardrobe cartons and we will bring them along on the day of your move. Wardrobes cost \$15 each.



Packing Tips

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If you are packing the boxes...

Fragile Items

Wrap fragile items (crystal, china, artwork and mirrors) individually using plenty of bubble wrap or newspaper for cushioning. Label the box **FRAGILE**.

Dresser and Desk Drawers

Dressers with a single or double set of drawers can be moved with the clothing inside. Triple dressers should be emptied. Please remove liquids (perfume and nail polish) as well as anything breakable or valuable from the drawers.

Desk drawers should be emptied and the contents packed in a box.

Lamps and Lampshades

Remove light bulbs and put shades in a box marked **FRAGILE**. Wardrobe cartons can be used to pack larger lamps using a blanket for padding.

Artwork and Mirrors

Wrap and pad pictures and mirrors securely in picture/mirror cartons. There are various size picture cartons for this purpose.

Sculptures should be carefully padded.

Packing Tips

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If you are packing the boxes...

Electronics

Use original cartons if you have them or pack each piece of equipment individually in a heavy-duty box using cushioning material or bubble wrap. Include all of the necessary wiring for easy set-up.

Computers: Back up your computer before packing it.

Printers and copiers: Toner, dry ink and copy cartridges should be removed from the machine to avoid leakage. If you do not remove these cartridges it can destroy the machine.

Leased equipment: Office equipment that is leased may have a contractual requirement that the leasing company transport the item.

File cabinets

Vertical (traditional) file cabinets.

Two-drawer vertical file cabinets can be moved with the contents in place.

The contents of larger vertical file cabinets should be packed if there are stairs involved but can remain in the drawers if there are elevators at each location.

All lateral (modern style) file cabinets need to be emptied.

Refrigerated Items

Coolers are ideal for transporting refrigerated items. Unplug and thoroughly clean out the refrigerator and freezer.

Packing Tips

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If you are packing the boxes...

Gas Grills

We can move your gas grill but are not permitted to take the propane tank on our truck.

Please set aside items that you do not want the movers to put on the truck

You will probably want to quickly connect a telephone in your new home and may need easy access to personal medications. We ask that you transport all valuable items such as jewelry, credit cards, coin collections and important papers such as passports.

Responsibility

You assume responsibility for any damage to the contents of cartons that are packed personally unless there is visible proof of container damage.

Packing Tips

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Does Gene's Moving Service sell boxes if we do the packing?

We deliver boxes to customers we are moving if you order over \$200 of packing supplies. Please contact the office for current costs.

Smaller quantities of boxes may be purchased from your nearest truck rental dealer, storage facility, office supply or home improvement store.

Packing Materials	Dimensions	Used For
Book box	16" x 13" x 13" 1.5 cu ft	Heavy items: books, magazines, CDs, toiletries, cleaning supplies and small appliances
Medium box	18" x 18" x 16" 3.1 cu ft	Linens, sheets, towels, clothing, lamps and shades as well as gardening tools
Large box	24" x 18" x 18" 4.5 cu ft	Large bulky items: pots and pans, toys, pillows, comforters or outdoor patio cushions
Dish pack	18" x 18" x 28" 5.2 cu ft	Dishes, china, glassware and fragile items such as small statues or vases
Picture carton	24" x 40" 40" x 60"	Pictures and mirrors
Wardrobe carton	48" x 25" x 21" 2 ft closet space	Metal bar to hang coats, suits, dresses, or curtains. Shoes and boots in bottom.
Packing paper – white	25 pounds	
Bubble wrap – roll	12"W x 375'L 24"W x 375'L	
Paper pad	48" x 72" 6 ply	Protect table tops and other furniture going into storage



Packing Tips

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Gene's Moving Service carries cargo, automobile, liability and worker's compensation insurance coverage

Certificate of Insurance

Some office buildings and apartment houses require a Certificate of Insurance documenting our policy coverage. We are happy to provide a Certificate of Insurance upon request.

Professional Practices

We use the utmost care and caution with all of your belongings. All furniture is wrapped in pads and then stretch-wrapped for maximum protection while in transit.

Cargo Liability Coverage

This coverage is included in the cost of your move. It provides you with the current industry standard of 60 cents per pound per article as required by the Pennsylvania Public Utility Commission. This is a modest amount of coverage but does provide some protection in the very rare instance that an accident would occur.

Homeowner's Insurance

Your homeowner's insurance may cover you during the move. Please check with your insurance agent for the specifics about the coverage your policy provides.

Private Supplemental Moving Insurance

We recommend Baker Moving Insurance. They offer full replacement value coverage as well as coverage for temporary storage. Baker International Moving Insurance: 800-356-0099 www.bakerintl.com



Insurance

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Snow and Ice Safety Advisory

The safety of our employees and your possessions are of the highest concern to Gene's Moving Service.

Extra precautions and preparations are necessary for moves that occur in the winter.

Please clear a path around the entranceways at both your current and new homes (or offices).

Shovel and salt a 3 foot wide path between where we will park the truck and the entrance at each location.

Your move may have to be postponed until conditions are rendered safe if snow and ice are not cleared prior to your scheduled appointment.

Winter Moves



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Do you disconnect and reconnect appliances and chandeliers?

We disconnect and reconnect all electric washers, dryers or stoves that have a plug. You will need an electrician to disconnect an electric dryer or chandelier that is hard-wired.

Gas dryers and stoves need to be disconnected and the pipe capped by a plumber or someone from the local gas company.

How can I protect recently refinished hardwood floors or light color carpeting?

Wood floors or light color carpets can be protected with heavy-duty craft paper that can be purchased at your local office supply store. We suggest laying a paper path along the main hallways using bright blue removable painter's tape--the adhesive will not leave a residue.

Does Gene's Moving Service move pianos?

We move spinet pianos but for larger pianos we suggest you use a piano mover. We recommend:

Fox Piano Movers at 215-592-8411 or

Cunningham Piano at 215-483-3200 www.cunninghampiano.com

Other Questions

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Do you do long distance moves?

No--we are a local mover serving the Philadelphia metropolitan region but we can help you properly load a rental truck for a long distance move.

For small loads of furniture going a long-distance we recommend: MiniMoves at 800-300-6683 www.minimoves.com

Call our office for discount codes.

Should we tip the movers?

There are no standards for tipping in the moving industry. Our men usually receive tips as a sign of appreciation for their hard work and a job well done. It's up to you.

Please call us at 215-627-1347 if you have any other questions

Mailing Address:

Gene's Moving Service, Inc.
P.O. Box 54246
Philadelphia, PA 19105

gene@genesmoving.com



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