

# Getting Ready for a Move?

## Plan ahead with *Infoshred*

*Be proactive and plan ahead when it comes to cleaning up outdated files & any materials that don't need to be moved. If your office plans a clean out of a storage area, file room, extra office or anywhere else files accumulate contact Infoshred prior to the start of your project so that we may coordinate the appropriate service. Infoshred can pick up boxes/bagged material or deliver temporary containers to accommodate additional volume. Use our checklist below to better prepare for this important day.*



### **2 months from target move date:**

- Contact Infoshred to order temporary clean-out/purge containers for general desk clean-up.
- Discuss upcoming possible bulk projects:  
Filing Cabinets, Storage Areas. **Pictures are always helpful!**
- Discuss additional service dates needed for existing equipment



### **1 month from target move date:**

- Have you scheduled your bulk project? Filing Cabinets, Storage Areas etc.
- Is the moving company transporting any Infoshred equipment to your new location?
- If not, what equipment needs to be delivered to new location?
- What is the last day at the old address that we will have access to in order to remove any existing equipment?
- Who will be the contact for removal and provide the contact name & cell phone #?
- Have you determined new contact information (address, phone, email etc.) and shared the information?
- Do you have any material that needs to be archived/stored?  
**Ask us about secure storage and archiving.**
- Do you have outdated electronics that will need to be recycled?  
**Ask us about our CT DEEP certified e-recycling services.**



**For any questions please contact Customer Service**

Email [customerservice@infoshred.com](mailto:customerservice@infoshred.com)

Call **888-800-1552**

Visit [Infoshred.com](http://Infoshred.com)

# Moving Worksheet

Company Name

Address

Contact for Project

Phone

Email

Office Hours

**NEW** Location Address

**NEW** Phone

Please use the guidelines below to provide the most accurate information for Infoshred to utilize to schedule your bulk project. Email back to [customerservice@infoshred.com](mailto:customerservice@infoshred.com) to obtain a quote and/or schedule a date.

Box Count & Sizes (see below worksheet to determine sizes)

Will the material be staged at ground level or is there elevator access?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Will the boxes have covers?  Yes  No

If No, how many will not: \_\_\_\_\_

Are there any stairs involved?  Yes  No  
If Yes, what kind (wood, carpeted, multiple landings).

\_\_\_\_\_  
\_\_\_\_\_

Condition of boxes  Good  Fair  Poor

Are you keeping any of the boxes?  Yes  No

If Yes, how many: \_\_\_\_\_

Are there parking issues our driver might encounter?

\_\_\_\_\_  
\_\_\_\_\_

Will there be any loose material?  Yes  No

If Yes, please describe.

\_\_\_\_\_

You do not have a box project but would like to order temporary containers?  Yes  No

## Box Sizes and Approximate Weights

\* Weights are approximate and depend on fullness of the container



**Legal Drawer**  
11" x 15" x 36" 85 lbs.\*



**Letter Storage Box**  
11" x 12" x 16" 30 lbs.\*



**Letter Storage Drawer**  
11" x 12" x 24" 45 lbs.\*



**Copy Paper Box**  
9" x 11" x 18" 25 lbs.\*



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