

Move brief and key times

Complete this first. Keep your copy private and keep important contacts available on your phone.

Move date and arrival window

Origin and key release time

Destination and key collection time

Mover and phone number

Building contacts and lift reservations

Parking location and permission reference

Essential personal items and next action

Room inventory

One row per item type. Split a row if its items will be packed or delivered separately.

Room	Item and handling note	Quantity	Box	Packed

Optional packed dimensions in centimetres: length _____ width _____ height _____
Quantity × length × width × height ÷ 1,000,000 = cubic metres. Volume alone does not establish safe vehicle fit.

Box index

Match box numbers to the printable labels. Use a new number for every box.

Box number	Destination room	Contents or short note	Open first	Fragile

Moving budget

Leave unknown amounts blank. Deposits are part payments, not extra costs.

Category / supplier	Estimate £	Confirmed £	Paid £	Balance £

Expected cost = confirmed total if known, otherwise estimate. Balance = expected cost minus paid amount.
Keep an overpayment visible and check it. Unknown costs: _____

Known expected total £ _____ Paid £ _____ Remaining known total £ _____

Compare moving quotes

Ask for the same inventory, access and timing assumptions. Record prices including VAT and known extras.

Detail	Supplier A	Supplier B	Supplier C
Supplier name			
Fixed total or hourly rate			
Rate includes whole team?			
Team size and minimum time			
Expected time / billing increment			
VAT inclusive figure obtained?			
Parking and road charges			
Disposal / mileage / waiting			
Other extras and what is included			
Comparable inclusive total			
Deposit / remaining balance			
Cancellation terms / missing details			

Hourly model: use the greater of the minimum time and expected time rounded upward to the stated billing increment. Check the supplier uses this rule. Do not compare an incomplete quote as the cheapest.

Final week checklist

Suggested prompts for the week before your move. Adjust these to your circumstances and actual booking terms.

- ☐ Confirm moving day arrival and contact arrangements
- ☐ Check the actual parking reservation or permission
- ☐ Finish most packing and update the box index
- ☐ Prepare an essentials bag
- ☐ Set aside documents, keys and necessary personal items
- ☐ Confirm child or pet arrangements if relevant
- ☐ Plan the first night at the destination
- ☐ Review remaining budget, payment methods and agreed balances

Important contact or unresolved action

Moving day and essentials

Keep this page with you. Leave access routes clear and follow the agreed handover arrangements.

- ☐ Record relevant meter readings and handover notes
- ☐ Walk through the inventory and handling notes with the moving team
- ☐ Check the old property before leaving
- ☐ Keep access clear and direct boxes to destination rooms
- ☐ Check delivered items and record any concerns promptly
- ☐ Confirm agreed payment and retain the receipt

Essentials travelling with you

- ☐ Medication, documents, keys and valuables
- ☐ Phone, chargers, water and toiletries
- ☐ First night bedding, food and personal needs

Important contact or unresolved action

Address change tracker

Use organisation categories and account nicknames only. Never write passwords, security answers or banking credentials here.

Organisation category	Account nickname	Target date	Done	Contact or note

Parking and building access

Check the actual authority and building requirements for each location. An application is not issued permission.

Origin: council, booking URL and date checked

Origin: published notice wording and calendar or working days

Origin: issued permission, bay / vehicle / dates

Destination: council, booking URL and date checked

Destination: published notice wording and calendar or working days

Destination: issued permission, bay / vehicle / dates

Lift reservation, loading, dimensions and access contact

Road charges depend on the vehicle, route, time and payment terms. A moving company surcharge is not the official tariff. Use the current official service for the journey.

Handover and readings

A place for readings, contact details and notes. Follow your agreed property handover process.

Property, date, time and relevant contact

Electricity meter identifier and reading

Gas meter identifier and reading

Water meter identifier and reading

Keys, access devices and agreed return arrangements

Condition photographs and handover notes

Outstanding items and next action

Recording a note here does not determine liability or settle a tenancy, insurance or supplier dispute. Use the relevant agreed process.