



Helping People Move Since 1955.

OFFICE MOVING AND CORPORATE RELOCATION



TAMPA, FL • LIBERTYVILLE, IL • SAN DIEGO, CA

HOME • OFFICE • WAREHOUSING • LOGISTICS

847-362-2976 • shurwaymovers.com

About Shur-Way

When you're moving...

you've got plenty of details to attend to without having to worry about the movers.

Relocating your home or business is a complex undertaking, even if you're just moving down the street. You want a trusted partner who can deliver a smooth, *no-surprises* move from beginning to end.





Shur-Way has been moving Greater Chicago area residents and businesses for over 60 years.

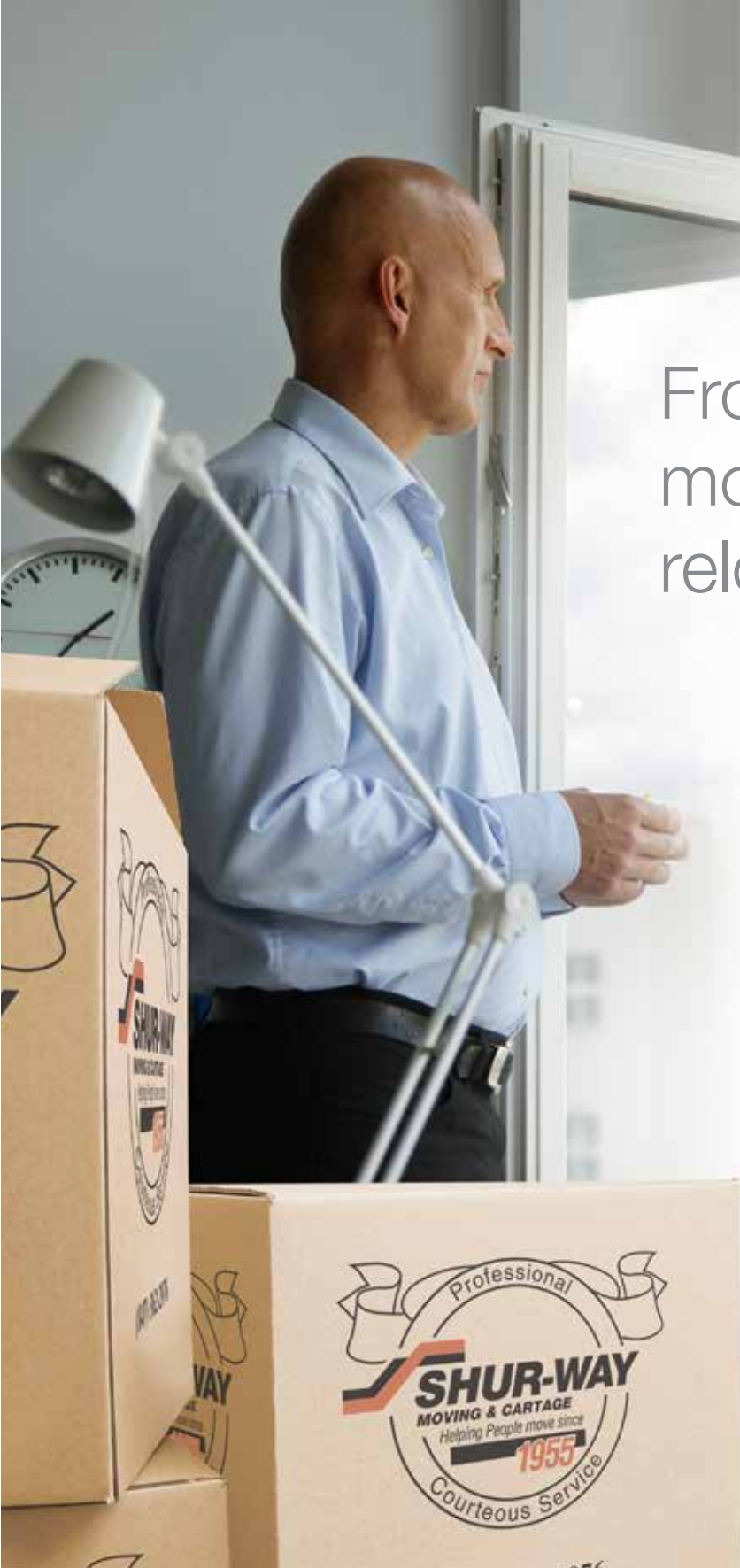
Shur-Way Moving & Cartage is one of Chicagoland's oldest family-owned moving companies with over 60 years of experience. **We are a full service moving company offering residential and commercial packing, storage and transportation services.** Our experienced professionals are bonded and insured and focused on making your move as stress free as possible.

We provide complete local, long distance, interstate, and coast-to-coast moves. A moving specialist will provide a free moving quote and analysis, and will guide you through every stage of the moving process.



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Local Office Moving



From internal office moves to corporate relocation...

Local Office Moving

Whether you're moving a small office up the street or a branch office across town, we understand how important it is to keep all aspects of the relocation process simple. You will have a Shur-Way consultant walk you through the process step-by-step and provide everything necessary to make your business move predictable, efficient and effortless. Our local office moves include the following:

- Medical offices, attorney offices, LTL (less than truckload), cross dock logistics warehousing, small or large
- Facility protection
- Full time project managers
- Furniture installs
- Warehouse moving
- Short and long term storage
- Certificate of insurance
- Fully licensed and insured

Our employees are full time, in uniform, drug tested and background checked.

Corporate Relocation

Our goal is to provide a stress-free move from start to finish.

Long Distance Relocation

Recruiting and relocating new employees is a necessary part of today's business. We understand how important it is to get new employees up and running as quickly and cost-effectively as possible. Shur-Way will accommodate any local, interstate or international move and take care of every relocation detail.

- Full packing and unpacking
- Custom crating
- Special service items
- Coast-to-coast
- International
- Debris removal
- Professional crew loading and unloading
- Third party services arranged



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I am writing this letter to let you know our experience working with Shur-Way on our last project was extremely professional, organized and done in a timely fashion. I appreciate the responsiveness the coordination on your behalf to make this project go as smoothly as possible. All three of our moves have been somewhat hectic from our end but you and your staff made it painless for the district. It is rare to get customer service as impeccable as I received and look forward to working with you and your company in the future.”

AR, Winnetka Schools

Planning and Resources

We keep all aspects of the relocation process simple. A Shur-Way relocation consultant will walk you through the process step-by-step.



The Right Equipment

Planning and Resources

Planning is vital for any commercial move, and it is a combined effort between an experienced relocation partner and the company's relocation committee.

Shur-Way will provide a relocation plan designed specifically for your business and will work with your team leaders to get the job done smoothly, minimizing cost and maximizing productivity at every phase.

Services include:

- Pre-move meetings
- Move plan checklist
- Floor planning
- Manpower identification and control
- Proper equipment needs
- Packing and labeling training
- Assigning a numbers and colors system
- Logistical arrangements for all buildings and locations

The Right Equipment

As part of our corporate relocation service, we utilize the highest-quality equipment and resources available, and implement the most innovative technology in the industry.

Services include:

- Variety of trucks and trailers
- Speedpacks and dollies
- Library, computer and panel carts
- Letter and legal size totes
- Plastic reusable crates on wheels
- Two and four wheel dollies
- Ramps for doorway
- Facility protection



Packing

Our professional packing services help to eliminate the stress of moving, and allow you to concentrate on the details of your move, secure in the knowledge that your possessions are in expert hands.

Our trained and experienced packers will wrap and box all your fragile items using the highest-quality packing materials available.

All your items will be clearly labeled and carefully arranged for moving day. We take the time to do the job right because we want you to be completely satisfied when you reach your destination.



Our clean, secure storage facility provides a convenient place to keep your possessions safe and protected.



Sometimes the timing of a move doesn't allow for immediate occupancy at your new location. You might need some flexibility in your delivery date. That means you need a secure place to keep the contents of your home or office until the destination is ready.

At Shur-Way, we're ready to help.

Our clean, secure storage facility provides a convenient place to keep your possessions safe. We pack your belongings into our storage containers at your location, then place those containers directly into storage at our facility. That way, there's less handling involved and less chance for incidental damage. When you're ready to receive your items, the storage containers are brought to your new address and unloaded directly into your house or office.

It's all part of our commitment to provide the highest level of service. We promise your move will be as smooth and hassle-free as possible, and offering flexible storage options is just one more way we deliver on that promise.

Our secure storage facility provides a convenient place to keep your possessions safe and protected.





Move Plan Checklist

Whether you're moving a small office up the street, a branch office to the other side of town, or national headquarters across the country, relocation is a significant event in the life of any business. Even relocating a small company is a time-consuming job that requires careful planning and attention to detail. That's why Shur-Way moving offers our comprehensive Move Plan Checklist. It addresses your most critical needs to limit disruption, minimize downtime and maximize productivity. This guide will help you navigate the relocation process to make the journey as smooth and effortless as possible.

Approximately 9 months prior to move:

- ☐ Contact Shur-Way moving to choose a move date and work with you to establish a suitable budget
- ☐ Appoint person and department heads responsible for all phases of move
- ☐ Get facility requirements for each department
- ☐ Negotiate with current landlord
- ☐ Determine total number of employees moving with the company*
- ☐ Tour destination facility with department coordinators
- ☐ Uncover potential layout issues

Approximately 8 months prior to move:

- ☐ Finalize arrangements at new office destination and negotiate with future landlord
- ☐ Identify major tenant improvement needs and obtain necessary permits to contract for improvements
- ☐ Research residential areas and evaluate realty companies for transplanted employees*

6 months prior to move:

- ☐ Contact Shur-Way moving to plan move
- ☐ Inventory all current furniture and office machines
- ☐ Evaluate server room and computer networking needs
- ☐ Address on-line and web-hosting services
- ☐ Identify phone and computer system requirements and order new phone and fax numbers if necessary*
- ☐ Contact utility companies to schedule connection and disconnection of services

5 months prior to move:

- ☐ Design and assign office space
- ☐ Evaluate all furniture and office equipment needs
- ☐ Order marketing materials and signage for new location
- ☐ Select realty company to handle employee moves and deliver Realtor information to employees*

4 months prior to move:

- ☐ Establish a moving plan with a Shur-Way relocation specialist
- ☐ Arrange for phone forwarding, internal services, systems and grounds maintenance services, contact utilities
- ☐ Revise current insurance policies and get insurance quote for new space

3 months prior to move:

- ☐ Order security system, keys and access cards
- ☐ Establish new bank services and order checks with new business location
- ☐ Notify Post Office of change of address
- ☐ Order a dumpster for purging
- ☐ Photograph and video tape all equipment

2 months prior to move:

- ☐ Establish a relocation committee and schedule weekly pre-move meetings
- ☐ Develop a numbering system identified by color-coding
- ☐ Select personnel to oversee removal from existing offices and receipt of all moved items at the new location
- ☐ Assign packing tasks, schedule packing and distribution instructions

*Applies to distance relocation

- ☐ Your Shur-Way consultant will furnish necessary move preparation materials for your employees
- ☐ Plan and schedule telephone service logistics at each location
- ☐ Encourage employees to dispose of all unnecessary materials
- ☐ Communicate move plan to all employees
- ☐ Generate and distribute employee moving labels
- ☐ Schedule move with building management at origin and destination, obtain building release if needed

1 month prior to move:

- ☐ Take final walk-through of new office space
- ☐ Label all furniture and equipment and use the predetermined coding system
- ☐ Schedule delivery of cartons and equipment to the new location
- ☐ Install all identification labels and directional signage at the new facility
- ☐ Create new office extension directory and office map
- ☐ Check on the delivery of any new furniture to the new location
- ☐ Establish food facilities during the move and a break area where staff may relax during the move
- ☐ Confirm building arrangements and elevator service at each location
- ☐ Secure all required permits and certificates of insurance
- ☐ Obtain necessary parking permits and arrange for dock time and space, investigate restrictive time frames for moving
- ☐ Schedule elevator and telephone technicians to be on call during the move, secure exclusive elevator access, install phone lines and phone system
- ☐ Implement a lost-and-found department for all unidentified items and make company personnel and Shur-Way staff aware of it's location
- ☐ Order building and office keys

2 weeks prior to move:

- ☐ Notify all suppliers, customers and publication subscriptions of new address
- ☐ Have moving crates/cartons/boxes delivered

- ☐ Arrange for UPS/FedEx/USPS pick-up services

1 week prior to move:

- ☐ Purge all old, obsolete materials
- ☐ Create driving instructions
- ☐ Pack up common areas and empty/defrost/clean refrigerator
- ☐ Move unessential property into storage
- ☐ Walk through new office space with your Shur-Way representative
- ☐ Schedule an open house for vendors and employees

Days before move:

- ☐ Establish who has the authority to make all last-minute decisions
- ☐ Define approximate time of completion
- ☐ Review with our company representative where and when breaks will be taken
- ☐ Confirm everything has been packed, marked and secured
- ☐ Familiarize your company representatives with the building and the facilities
- ☐ Review the floor plan and coding system
- ☐ Finalize phone and computer installation
- ☐ Update website with new information

Move day:

- ☐ Ensure company representatives are properly identified
- ☐ Develop a checklist of items to be covered with your Shur-Way supervisors when they arrive
- ☐ Introduce company representatives to Shur-Way supervisors
- ☐ Review the floor plan and coding system
- ☐ Perform final walk-through with your Shur-Way supervisor at each location

After the move:

- ☐ Walk through new space
- ☐ Unpack and settle-in
- ☐ Schedule removal of all cartons and moving debris
- ☐ Periodically visit your old office to pick up mail
- ☐ Welcome your employees to their new office space



Employee Checklist

We recommend that you copy and hand out this checklist to your employees to help them properly prepare work areas for the move. It is vital that all items be packed appropriately and correctly marked. If you have any questions about the proper method for packing any of your things, please ask your supervisor, or contact your Shur-Way representative.

- ☐ Is your desk empty?
- ☐ Did you leave your drawers unlocked?
- ☐ Is all your furniture labeled?
- ☐ Are all wall items taken down and labeled?



Last March my husband and I had to clear out his mother's home in a period of two weeks sorting out the possessions, dividing them into lots and arranging for lots to be transported to four different locations in four different states. Shur-Way on very short notice, packed up the entire six bedroom home loaded up in various lots and conveyed them across the country.

The lots included valuable 18th and 19th century antiques, large family portraits and fragile crystal and porcelain that have been in the family for 4 generations. Not one of them were damaged in the move my husband and I are about to retire and although we do not live in Illinois it is our intention to turn to Shur-Way to move us from Rhode Island to Virginia. Every aspect of their service was superb."

EH, Residential Customer

Employee Checklist

- 
- ☐ Are bookcases emptied onto carts and labeled?
 - ☐ Are all removable shelves in bookcases labeled?
 - ☐ Are loose casters removed?
 - ☐ Are breakable items properly packed?
 - ☐ Have you backed up your computer data?
 - ☐ Are your computer components properly disconnected and labeled?
 - ☐ Are all computer cables placed in a corresponding poly bag?
 - ☐ Are all liquids drained from your equipment?
 - ☐ Are your desk pads and chair pads tagged?
 - ☐ Are labels properly placed as specified by your Shur-Way consultant?
 - ☐ Are "Do Not Move" tags placed (as necessary)
 - ☐ Are your supply cabinets cleared?
 - ☐ Is the equipment in your office disconnected?
 - ☐ Is your office floor plan complete?
 - ☐ Are your office doors marked?
 - ☐ Is the condition of all furniture and equipment carefully checked?
 - ☐ Do you know where your new office is at the new location?

Customer Protection Plan

Important information about your move and how Shur-Way moving can help.

The first step in protecting your belongings is to choose a mover that is licensed, insured, and bonded. These movers are protected by liability and cargo insurance, and more importantly workman's compensation insurance if someone should be injured on your job.

The second step is to go with your instincts. Choose the mover with whom you feel most comfortable.

Third, consider valuation options. You are not required to additionally protect your goods, but it is available only from those movers who qualify to offer it and provide it at reasonable costs.

Local Moves

Option 1—30 cents per pound item

This is the carriers minimum liability. You, the customer, are agreeing in writing, with the mover, to share liability for loss and damage, even though the mover is handling your goods.

An example of this option would be:

A 200 pound piece of furniture is damaged, regardless of the damage, you would receive \$60.00 towards the repair or value of the item. (30 cents x 200 lbs.)

Cost: None, Provided at no charge

Requirements: The customer writes on the bill of lading, "30 cents per pound per article" and signs appropriately.

Option 2—Actual Cash Value-Declared Value

The customer declares the actual value of the goods being moved and writes this on the bill of lading. This is the mover's maximum liability to you. The minimum is \$2.00 x the estimated weight of the goods, as provided by the estimate, or \$10,000.00, whichever is more.

In an event of a claim, the damaged item will be settled on the basis of its current actual cash value (depreciated value).

Cost: \$12.00 per \$1,000 of value (i.e. \$10,000 of value = \$120.00)

Requirements: The customer writes on the bill of lading the value of the goods and signs appropriately.

Option 3—3rd Party Insurance Certificate

This trip transit insurance, Full Value Protection, is from a third party insurance company and offered by Shur-Way Moving. You, the customer, will receive a certificate or policy of insurance. Deductibles are available designed to save you money. The policies are available as a zero deductible, a \$250 deductible, and a \$500 deductible.

Cost: To be determined by insurance company

Requirements: the customer writes on the bill of lading the value of the goods, followed by the letters "FVP", followed by the chosen deductible amount and "DED", then signs appropriately.

For example: \$20,000 of replacement coverage with a \$250 deductible would be written as: \$20,000 FVP \$250 DED.

We need 7 days before move for Option 3.

Long Distance Moves

Option 1—Released Value

Minimal carrier liability at no additional cost to the shipper. Loss or damage claims are settled based on the weight of the article multiplied by \$.60. (For example, a broken lamp weighting 7 pounds would be covered up to a maximum value of \$4.20.)

Option 2—Full Value Protection

The purchase of Full Value Protection means that if articles are lost, destroyed, or damaged, they will be either repaired, replaced with like items, or a cash settlement made for the current market replacement value, regardless of the age of the lost or damaged item. Unlike other plans, depreciation of the lost or damaged item is not a factor in determining replacement value. The amount of the shipment valuation is based on a minimum declared value of \$10,000 or \$5.00 times the net weight of the shipment, whichever is greater. (For example, if the shipment weighs 1,000 pounds, the minimum value declared must be at least \$5,000.)

Carrier's maximum liability and the valuation charges specified herein for the assumption of liability shall be subject to selection by the shipper, prior to loading, of an appropriate maximum valuation amount and either deductible Option "A", "B", or "C". Shipper may declare or release the shipment to a higher maximum valuation amount, subject to one of the amounts shown below. To avoid these additional charges, shipper must agree that if articles are lost or damaged, carrier liability will not exceed \$.60 per pound for the actual weight of any lost or damaged article or articles in the shipment.

Option A—No Deductible: Under Option A, the carrier assumes responsibility for the declared or released maximum valuation amount.

Option B—\$250 Deductible: Under Option B, in consideration of a reduction in the valuation charge, the shipper assumes responsibility for the first \$250 of any claim.

Option C—\$500 Deductible: Under Option C, in consideration of a reduction in the valuation charge, the shipper assumes responsibility for the first \$500 of any claim.

Under no circumstances will Shur-Way cover any boxes that are packed by the owner. The obvious exception would be if we accidentally dropped a box. In that event, please open the box and go through it with one of the movers immediately.

Shur-Way employees will not provide the convenience of disconnecting any appliances/electronics. However, we will arrange 3rd party services for this work to an appropriate contractor before your move date.

Absolutely no claim will be paid if a repair is made prior to Shur-Way's office being notified of the damage. Please note that valuation must be signed before your move begins.



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