



International & Domestic Removals & Relocations, Logistics, Fine Arts & Exhibitions

Limassol, Larnaca, Paphos- +357-25751155 /+357-25755820

Nicosia- +357-22871471 / Fax: +357 22817122 E-MAIL: info@orbitcy.com

Thank you for choosing Orbit Moving & Storage Ltd for your upcoming move, here is some information and procedures to follow to make your move a successful one.

Note: Shipper is you, the customer

What to do before packing day arrives.

Pack Day is a very important day and it is important that you prepare your home and family for this event. To ensure a swift and efficient packing you should take the following steps to prepare:

Essential Preparations

Children

- It is recommended that small children not be present during the packing and removal days. If small children are present, you are asked to provide close supervision.

Household Goods

- To ensure efficient and organized packing, you should prepare all Household you would like to store. If you have other shipments apart from your storage shipment (such as local, export, etc), make sure they are clearly separated before packing date.
- We also recommend you give a name to each room in your house for us to put those names on the cartons, that way it will be easier for you to remember which rooms where they were packed from.
- Do let us know asap if you will add anything to your shipment after pre move survey as price may change.

Important Documents:

- You are responsible to collect all important and/or travel documents and place in a safe locked place where they cannot be accidentally packed.

Trash, Waste, Rubbish:

- If shipping Trash or Rubbish Bins, you are responsible to empty all trash and disposal bins and remove all contents. Please clean and sterilize all bins and remove any liquid or unsanitary residue.



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Remember to check all trash cans including, in the kitchen, garage, outdoors, bedrooms, offices, and bathrooms.

❑ **Refrigerators and Freezers:**

- If shipping Refrigerators or Freezers, you are responsible to empty all contents from refrigerators/freezers 24-48 hours before packing starts. The refrigerator and freezers should be disconnected, and the door be left open overnight before the packing starts. All liquid must be drained, and the appliance should be thawed, cleaned, sterilized, and dried, before packing begins.

❑ **Washers and Dryers:**

- If shipping Washer or Dryers, the shipper is responsible to empty all contents from washer and dryers 24-48 hours before packing starts. The washer and dryers should be disconnected, and the doors should be left open overnight before the packing starts and all liquid drained. All washers and dryers should be cleaned, sterilized, and dried before packing begins.

❑ **Grills, BBQ, Smokers:**

- If shipping, Grills, BBQ's or Smokers, the shipper is responsible to disconnect from the fuel sources. The Grill, BBQ, or Smokers, should be thoroughly scrubbed and cleaned and any char removed from all surfaces and utensils. Pressurized fuel and or propane tanks are not permitted to be shipped.

❑ **Outdoor Sporting Equipment:**

- If shipping Outdoor Sporting Equipment, the shipper is responsible to prepare items by washing all soil, grease, oil or direct residue for example bicycles and golf.

❑ **Lawnmowers:**

- If shipping a lawnmower, the shipper is responsible to wash, clean, dry, and remove any soil residue, oil grease and to drain all fuel lines.

❑ **Computers, Printers, HiFi, Stereo, Home Entertainment Systems:**

- If shipping Computers, HiFi, Stereo, Home Entertainment Systems, the shipper is responsible to disconnect all cable and components, so the items can be packed.



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- We recommend you remove ink from the printers to avoid damage in transit.
- **Remove all Prohibited Items:**
 - The shipper is responsible for removing all prohibited items. Please see the list of prohibited items in the Solemn Declaration form provided to you.
- **Food & Alcohol:**
 - Dry food and alcohol is either restricted or prohibited in certain countries, if you want to ship them then please discuss with your coordinator to avoid any issues with customs at destination.
- **PBO- Packed by Owner or disassembly by owner:**
 - Unless otherwise agreed, please do not pack or dismantle items yourself as the Insurance will not cover you. When preparing the packing list our crew will write down if items were packed or dismantled by you and that is how the insurance company is aware and they will not cover any damages to those items as they must be packed and handled by the moving company at origin and destination. Our crew will also note any pre-existing damages on the packing list.
- **Transit & Storage Insurance:**
 - You must prepare and send a valued inventory to us prior to packing date. All items must be insured at their full replacement value. Please check our quote again for the various Transit Insurance premiums offered and read the Insurance flyer provided. Any items not listed on the list will not be covered under our policy. If you do not want to insure your shipment with us, you will be asked to sign an Insurance Waiver. Kindly note that our policy will cover you a total of 120 days of storage at origin and or destination or it can be a combination of both not exceeding 120 days total.
- **Jewelry, Fur coats, stamps, and coin collections:**
 - The above will not be covered under your Transit Insurance, we therefore recommend you hand carry them.



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□ **CARS AND MOTOR BIKES:**

- If you are shipping a car and or a motor bike, it is your responsibility to deliver it to us with fuel tank almost empty and note that battery will be disconnected at time of shipping, otherwise it will be treated by the shipping line as Dangerous goods and additional charges will apply at origin and destination. No personal items must be loaded in the car. The key must be provided to our coordinator at time of hand over. A condition report will be prepared to note any pre-existing damages.
- Please check with our coordinator if any duties or taxes will apply at destination on the car or motor bike.

You will also be advised on the required documents for the customs at origin and destination and a Move Plan will be sent to you to advise on approximate shipping and arrival dates at destination. It is important that you are in the destination country when the goods arrive and accept delivery as soon as the shipment is ready to be delivered, otherwise you will pay port storages and demurrages.

Please feel free to contact your coordinator for any questions.

We can also assist you in finding a home at destination address as well as assist with Immigration services, let us know if you require a quote for that.