

# Anchor Moving & Storage



## Moving Process FOR YOUR SMALL BUSINESS

### Contact Anchor Moving & Storage for a quote



Fill out a quote request form on the website or call to speak with a representative to schedule an in person or remote walkthrough of your business property.

### The Walkthrough Meeting

The in person or remote walk through will determine the hours required for your move, the manpower, and the equipment needed for the job. You will receive an itemized proposal of cost based upon the walk through.



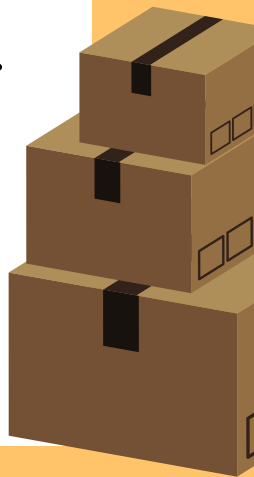
### Book Your Move and Confirm the Date

After reviewing the proposal of your move, a move manager will contact you to book your move and confirm your move date. The move manager will be able to answer all of your questions through out the moving process.



### Prepare for Moving Day

Before move day make sure all items not being serviced by Anchor are taken care of, especially work by a 3rd party service. Have all items packed and neatly labeled. Also, it is in your interest to have the new location readily available at least 4 hours before the move takes place. This will ensure a speedy transition to your new location.



### Move Day and Beyond

You need to assign a representative from your business or yourself to be available on both sides of the move. Anchor will not be responsible for non-supervised work completed. After the move, please complete the survey that will be sent to you. This helps us to uphold quality standards and reward our team members when appropriate..

