



THE MOVE PLAN

US DOT 488466
NY DOT T-32557
ICC MC 254356
555 West 25th St. 3rd FL
New York, NY 10001
TEL. 212.988.9292
FAX. 212.269.2769

To: **Jon Appleseed**
Reference: **#436769**
Date: **05/02/2011**

Dear Jon,

Hope all is well. This letter confirms the details surrounding the move you have coordinated with FlatRate Moving. Please review the addresses and all other details and notify us of any changes that need to be made prior to your move date.

WHERE

Origin: 18 E. 105th Street, Apt. 124 New York, NY 10021 (Elev. 10-5), Flight(s): 1.00	Destination: 87 West End Avenue, Apt. 44b New York, NY 10003 (Elev. 9-5)
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WHEN

Box Delivery:	Monday, May 30, 2011 9:00AM
Move Day(s):	Tuesday, May 31, 2011 9:00AM - 9:30AM (window of arrival) Wednesday, June 1, 2011 1:00PM - 4:00 PM (window of arrival)

HOW

Move Type:	Residential - Local
Service Level:	Premium
Packing:	Included: 19 - Book Box 05 - Dish/China Box 29 Large Linen Box 16 Linen Box 02 Legal File Box 02 Letter File Box
Unpacking:	Included: 19 - Book Box 05 - Dish/China Box 29 Large Linen Box 16 Linen Box 02 Legal File Box 02 Letter File Box
Guaranteed Price:	\$2,050.00 - Until your reservation is finalized, contract is valid for 48 hours; subject to availability.
Payment:	Credit card provided at time of reservation will be charged 1 business day before the start of your move, please let us know if you would rather use Cash, Money Order, or Bank Cashier's Check as payment for your move.



THE MOVE PLAN

WHAT

PICKUP: 18 E. 105th Street, Apt. 24, New York, NY 10021

DELIVERY: 87 West End Avenue, Apt. 44b, New York, NY 10003

Furniture: ★ = Most Valued Item(s) | A = Assembly | D = Disassembly

Qty	Item	★	A	D
1	Bed, Queen w/Box Spring <small>Includes metal collapsible bed frame ONLY! any other frame or headboard and footboard must be listed separately.</small>		•	•
2	Chair, Straight		•	•
2	Dresser <small>4x2.5x1.5</small>			
2	Duffel Bag			
2	Lamp, Table			
1	Mirror, Small			
3	Night Stand		•	•
1	Rug <small>10ft x 12ft or equivalent</small>			
1	TV, Flatscreen 27"-36" <small>Bring cardboard flatpanel box</small>	★		
1	Ironing Board			
2	Lamp, Table			
1	Mirror, Small			

Qty	Item	★	A	D
1	Mirror, Large			
1	Side Table <small>5x2x1</small>			
1	Night Stand	★		
2	Bookcase, Small			•
1	Chair, Club			
1	Lamp, Table			
1	Changing Table <small>3x4.5x1.5</small>		•	•
3	Plastic Bin			
1	Crib		•	•
1	Rug <small>8ft x 10ft or equivalent</small>			
6	Chair, Straight			
2	Lamp, Table			
1	Mirror, Small			

Qty	Item	★	A	D
1	Dresser <small>4x2.5x1.5</small>		•	•
2	Duffel Bag			
2	Lamp, Table			
1	Mirror, Small			
1	Night Stand		•	•
1	Rug <small>10ft x 12ft or equivalent</small>			
1	TV, Flatscreen 27"-36" <small>Bring cardboard flatpanel box</small>			
2	Duffel Bag			
3	Lamp, Table			
1	Dresser <small>4x2.5x1.5</small>	★		
2	Night Stand		•	•
2	Lamp, Table			
1	Mirror, Small			

62 Total # of Furniture Items

Boxes:

Qty	Item
1	Linen Box <small>12x12.5x17 (inches)</small>
8	Large Linen Box <small>20x20x18 (inches)</small>
10	Wardrobe Box <small>24x23x28 (inches)</small>
2	Dish/China Box <small>24x23x28 (inches)</small>
2	Large Linen Box <small>20x20x18 (inches)</small>

Qty	Item
2	Legal File Box <small>12x12.5x17 (inches)</small>
6	Letter File Box <small>12x12.5x17 (inches)</small>
5	Commercial Bin <small>20x20x18 (inches)</small>
2	Short Wardrobe Box <small>20x20x18 (inches)</small>
2	Letter File Box <small>12x12.5x17 (inches)</small>

Qty	Item
3	Book Box <small>12x12.5x17 (inches)</small>
1	Picture Crate <small>20x20x18 (inches)</small>
2	Picture Box <small>24x23x28 (inches)</small>
2	Dish/China Box <small>24x23x28 (inches)</small>
1	Picture Crate <small>20x20x18 (inches)</small>

49 Total # of Boxes



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TIMELINE

MAY						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Choose a Company	2	3 Submit Address Change, Schedule Utilities (gas, electric, cable) and inform Insurance Co.	4 Box Delivery	5	6	7
8	9	10 Notify Building and Book Elevator	11 Confirm Move with Relocation Consultant	12	13	14
15	16	17	18	19	20	21
22	23	24 Finalize All Details with Your Mover	25	26	27	28
29	30	31 Move Day!	1	2	3	4

Jon Appleseed
 Reference: #436769
 Date: 05/02/2011

Signature: _____
 Please sign and fax all pages to our office at 212.269.2769

Your Agent's Contact Info:
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