REMOVALS • STORAGE • PACKING

WELCOME TO WOLVES REMOVALS

Thank you for viewing this PDF. Now that you're moving home, we want the whole experience to feel calm, organised and genuinely enjoyable — never stressful. This guide is our way of supporting you every step of the way: a friendly, week-by-week checklist drawn from years of carefully moving families and businesses across Sussex. Wherever you are in your journey, our team is only ever a phone call away — and we'd be delighted to take the heavy lifting, and the worry, off your hands.

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Planning & Booking

Your Moving Date: _____

Eight weeks out, your move is still more idea than upheaval — and that makes this the perfect moment to lock in the big decisions while there's no pressure on the clock. Book your removals quote in early, because the most popular dates around completion tend to go first, then decide how hands-on you'd like to be: pack yourself with our boxes, or let our team take care of every cupboard and drawer for you. It's also the ideal time to begin a gentle, room-by-room declutter — every item you donate, sell or recycle now is one less thing to wrap, carry and find a home for at the other end. Work through the checklist below at your own pace, ticking each box as you go, and you'll head into the weeks ahead feeling calm and organised rather than rushed.

1 BOOK YOUR MOVE & SURVEY

- [ ] Request your free quote — in person or by video
- [ ] Confirm completion dates for both properties
- [ ] Accept your booking & check the confirmation
- [ ] Book early — the best dates go first

2 DECIDE WHAT WE'LL HANDLE

- [ ] Pack yourself, or have our team pack for you
- [ ] Add furniture dismantling & reassembly
- [ ] Decide whether you'll need storage
- [ ] Order boxes & packing materials from us

3 START GETTING ORGANISED

- [ ] Open a moving folder for quotes & dates
- [ ] Begin a room-by-room declutter
- [ ] Donate, sell or recycle what won't move
- [ ] Measure large furniture for the new home
- [ ] Note anything fragile or valuable to flag

ADDITIONAL NOTES

Preparation & Planning

Your Moving Date: _____

With the big decisions behind you, this week is all about the practical side — the people, the journey and the materials that quietly make moving day run like clockwork. Think about everyone under your roof first: talk children through what's happening so the move feels like an adventure rather than a worry, and line up childcare or a pet-sitter so the day itself stays calm. Take a proper look at access and parking at both addresses too — narrow lanes, lifts, time limits and permit zones are all far easier to sort now than on the morning itself, and a quick word with us means we'll arrange anything that's needed. Finally, gather your packing materials in good time: a mix of box sizes, wardrobe boxes for hanging clothes, plenty of bubble wrap and strong tape, and a marker pen for clear, colour-coded room labels.

1 PREPARE YOUR HOUSEHOLD

- [ ] Talk children through the move & new home
- [ ] Arrange childcare or a pet-sitter for the day
- [ ] Pack a comfort bag of toys for younger ones
- [ ] Plan how you'll keep everyone fed & watered

2 PLAN THE JOURNEY

- [ ] Check access & parking at both properties
- [ ] Note narrow lanes, lifts or permit zones
- [ ] Tell us — we'll arrange any permits needed
- [ ] Map your own route for the day

3 SORT YOUR PACKING MATERIALS

- [ ] Boxes in several sizes, plus book boxes
- [ ] Wardrobe boxes for hanging clothes
- [ ] Bubble wrap, packing paper & strong tape
- [ ] Marker pens & colour-coded room labels

ADDITIONAL NOTES

Notifications

Your Moving Date: _____

Six weeks out, it's time to start letting the right people know you're on the move — and doing it steadily now saves a frantic scramble later. Work through the essentials first: your energy suppliers, water authority and council tax, then your bank, pension and insurers, your employer and HMRC, and your broadband, phone and TV providers. Use the table below to record exactly who you've contacted, the date you did it and any reference numbers they give you, so nothing falls through the cracks and you've a clear paper trail if you ever need it. This is also a natural moment to make a real start on packing the parts of the house you rarely touch — the loft, the garage and the spare room — and to jot down the easily-forgotten names like schools, the DVLA, subscriptions and regular deliveries.

1 — TELL THE IMPORTANT PEOPLE	DONE	PROVIDER	DATE COMPLETED	NOTES
Energy suppliers, water authority & council tax	☐			
Bank, building society, pension & insurers	☐			
Employer & HMRC	☐			
Broadband, phone & TV providers, TV Licence	☐			

2 MAKE A START ON PACKING

- ☐ Begin with the loft, garage & spare rooms
- ☐ Pack room by room, keeping boxes together
- ☐ Label every box with its room & contents
- ☐ Set aside a "do not pack" daily-use zone

3 DON'T FORGET

- ☐ Schools, childcare, doctor, dentist & optician
- ☐ DVLA — driving licence & V5C logbook
- ☐ Subscriptions, clubs & memberships
- ☐ Online shops & regular deliveries

ADDITIONAL NOTES

Change of Address

Your Moving Date: _____

Five weeks to go, and the focus turns to your address — making sure everyone who needs your new one actually has it. Run through the list methodically: your driving licence and vehicle records, your GP, dentist, optician and pharmacy, your online shops and regular deliveries, and any subscriptions or memberships that follow you to your door. Record each one in the table as you go, so a single glance tells you what's done and what's still outstanding, and nothing important slips quietly through the net. With the admin in hand, start picturing life in the new place — decide roughly where the larger furniture will live, measure any doorways that look tight, and re-confirm your completion dates with your solicitor and agent. A little forward planning now means the crew can carry each piece straight to the right room on the day.

1 — CHANGE OF ADDRESS	DONE	PROVIDER	DATE COMPLETED	NOTES
Driving licence & vehicle records	☐			
GP, dentist, optician & pharmacy	☐			
Online shopping & deliveries	☐			
Subscriptions & memberships	☐			

2 PLAN EVERY ROOM

- ☐ Decide where furniture will go
- ☐ Use "keep to hand" labels
- ☐ Mark anything needing special care
- ☐ Measure doorways for big pieces

3 CONFIRM THE DETAILS

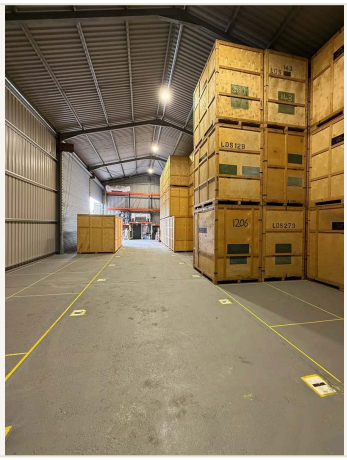
- ☐ Re-check completion dates with solicitor & agent
- ☐ Confirm your booking & any add-ons with us
- ☐ Book time off for the move & a settling day
- ☐ Top up any packing materials you're low on

ADDITIONAL NOTES

Documents & Storage

Your Moving Date: _____

A month to go, and this is the week to gather the paperwork you'll want to keep close rather than packed away in a box somewhere. Passports, birth certificates and medical records, your financial and insurance documents, warranties, manuals and any valuations — collect them together and keep them with you, ideally in the "open first" box that travels in your own car. It's also worth giving a little thought to storage, even if you're sure you won't need it: completion dates have a habit of not quite lining up, and our clean, dry, alarmed containerised storage bridges any gap with no long tie-ins, for a few days or a few months. Because we can pack, transport and store everything under one roof, there's no juggling separate companies — just one friendly team looking after the lot.



1 GATHER YOUR IMPORTANT DOCUMENTS

- [ ] Passports, birth certificates & medical records
- [ ] Financial & insurance paperwork
- [ ] Warranties, manuals & valuations
- [ ] Keep them together in your "open first" box

2 THINK ABOUT STORAGE

- [ ] Clean, dry, alarmed containerised storage
- [ ] Short & long-term — no long tie-ins
- [ ] Bridges any gap between completion dates
- [ ] We can pack, transport & store it all

ADDITIONAL NOTES

Packing

Your Moving Date: _____

The finish line is in sight, and with three weeks left packing steps up a gear — but worked at steadily, it never needs to feel overwhelming. Wrap fragile items individually and pad out every gap so nothing can shift in transit, keep heavy things in small boxes and lighter things in large ones, and label each box clearly with its room and a "this way up" where it matters. Set aside an essentials box to pack last and open first, and keep anything genuinely irreplaceable — jewellery, documents, that one sentimental piece — to carry yourself. Now's also the moment for the jobs people forget: start running down the freezer, and safely dispose of anything that can't travel such as paint, fuel and aerosols, checking with us if you're ever unsure. Tick each section off below and the house will empty out around you in a calm, orderly way.

1 PACK THE BULK OF YOUR HOME

- [ ] Wrap fragiles individually & pad every gap
- [ ] Heavy items in small boxes, light in large
- [ ] Keep an "essentials" box aside to pack last
- [ ] Label clearly, including "this way up"

2 SAFETY & DISPOSAL

- [ ] Use up freezer food & perishables
- [ ] Safely dispose of paint, fuel & aerosols
- [ ] These can't be transported — check with us
- [ ] Set aside valuables to carry yourself

3 CONFIRM THE ARRANGEMENTS

- [ ] Confirm the moving plan & timings with us
- [ ] Arrange how & when the balance is paid
- [ ] Keep keys, alarm codes & contacts to hand
- [ ] Book parking or a permit suspension if needed

ADDITIONAL NOTES

Final Arrangements

Your Moving Date: _____

Almost there — with two weeks to go it's time to tie up the loose ends so the final stretch feels effortless. Touch base with the people and services that keep your household running: confirm closing readings and accounts with your utilities, arrange for any appliances that need disconnecting or plumbing in, and make sure the right people have your moving date. Re-confirm the plan with us too — the timings, the access, who's paying the balance and when — so there are no last-minute surprises on either side. This is also a good week to sort anything that needs a little notice, from booking a parking suspension to arranging childcare or a pet-sitter for the day itself. Work through the checklist below and you'll reach the final week with the big pieces already in place and very little left to worry about.

1 — UTILITIES & APPLIANCES	DONE	PROVIDER	DATE COMPLETED	NOTES
Arrange to disconnect cooker, gas fire & washer	☐			
Book any plumbing or electrical disconnections	☐			
Confirm final meter readings with suppliers	☐			
Set up services at the new home	☐			
Cancel window cleaner, gardener & milk delivery	☐			
Plan to defrost the fridge-freezer	☐			

2 PEOPLE & PETS

- ☐ Confirm childcare or pet care for the day
- ☐ Update microchip & pet ID details
- ☐ Tell neighbours your moving date

3 FINAL PACKING PUSH

- ☐ Pack all non-essentials, daily items only left
- ☐ Take down curtains, blinds & wall fittings
- ☐ Dismantle flat-pack (or leave it to us)

ADDITIONAL NOTES

Final Week

Your Moving Date: _____

This is the final stretch, and a handful of well-chosen jobs this week is all that stands between you and a calm moving morning. Empty, defrost and dry the fridge-freezer in good time, give each room a quick clean as it empties, and finish the packing bar the one essentials box you'll live out of. Pack an overnight bag for everyone — clothes, toiletries, medication, chargers and a few snacks — and build your "open first" box with the kettle, mugs, tea and coffee, toilet roll, a torch, a basic cleaning kit and anything else you'll want within arm's reach at the other end. Re-confirm key collection times with your agent, charge your phone and save our number, and settle the balance as agreed. Then do the most important job of all: get an early night, because tomorrow's the day and we'll take it from here.

1 DEFROST & FINISH UP

- [ ] Empty, defrost & dry the fridge-freezer
- [ ] Do a final clean as rooms empty
- [ ] Finish packing bar your essentials box

2 PACK AN OVERNIGHT BAG

- [ ] Clothes, toiletries & medication
- [ ] Chargers, documents & valuables
- [ ] Snacks, drinks & the kettle box

3 YOUR "OPEN FIRST" ESSENTIALS BOX

- [ ] Kettle, tea, coffee & mugs
- [ ] Toilet roll & hand soap
- [ ] Light bulbs & a torch
- [ ] Phone chargers
- [ ] Basic cleaning kit
- [ ] Medication & first aid
- [ ] Snacks & bottled water
- [ ] Keys, documents & cash

4 CONFIRM THE FINAL DETAILS

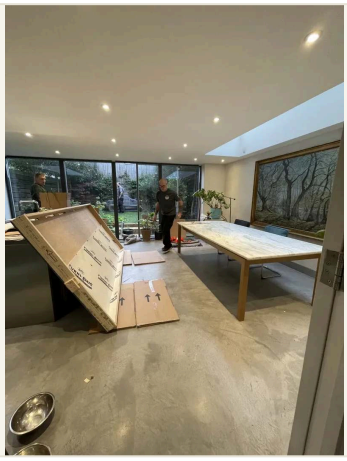
- [ ] Re-confirm key collection times with your agent
- [ ] Charge your phone & save our number
- [ ] Arrange the balance payment as agreed
- [ ] Get an early night — tomorrow's the day!

ADDITIONAL NOTES

Moving Day

Your Moving Date: _____

This is the day all that careful planning quietly pays off — and from here, the heavy lifting is genuinely ours. Your foreman will walk the property with you first thing to confirm the plan, then the crew gets to work while your job becomes the pleasant one: overseeing, answering the odd question and keeping the tea flowing. Before you leave the old home, take your final meter readings, do one last check of every room, the loft and the garden, switch off the appliances and lock up, leaving the keys exactly as agreed with your agent. At the new place, collect the keys, show the crew where each room is so everything lands in the right spot, take fresh meter readings, and have a quick look over the van to be sure nothing's been left behind. Then put the kettle on — you've well and truly earned it.



1 BEFORE WE LEAVE THE OLD HOME

- [ ] Walk round with our foreman & confirm the plan
- [ ] Take final meter readings (gas, electric, water)
- [ ] Do a last check of every room, loft & garden
- [ ] Switch off appliances & lock up
- [ ] Leave keys as agreed with your agent

2 AT YOUR NEW HOME

- [ ] Confirm key collection from your agent
- [ ] Show the crew where everything goes
- [ ] Take new meter readings
- [ ] Check nothing's been missed on the van
- [ ] Put the kettle on — you've earned it

ADDITIONAL NOTES

Settling In

Your Moving Date: _____

You're in — and a little order, in the right order, is what turns a houseful of boxes into a home. Start with the practical bits that bring real peace of mind: find the stopcock and fuse box, test the smoke and carbon-monoxide alarms, get the broadband and utilities switched over, and bleed the radiators so the heating's ready for the evening. Then unpack like a pro by making the essentials liveable first — the beds, the kitchen and the bathroom — before working room by room, checking each box is truly empty before you flatten it for us to collect. There's no prize for finishing in a day, so take your time and enjoy the space. When you're ready, tidy up the last of the admin: update your driving licence and log book, tell your car insurer, move your memberships and the electoral roll across, and set up mail redirection if you haven't already.

1 FIRST JOBS IN YOUR NEW HOME

- [ ] Find the stopcock & fuse box
- [ ] Test the smoke & CO alarms
- [ ] Set up broadband & utilities
- [ ] Register with a local GP & dentist
- [ ] Bleed radiators & check the heating

2 UNPACK LIKE A PRO

- [ ] Beds, kitchen & bathroom first
- [ ] Check each empty box before flattening
- [ ] Fold boxes flat — we'll collect them
- [ ] Take your time & enjoy your new space

3 UPDATE YOUR DETAILS

- [ ] Update driving licence and log book
- [ ] Notify car insurance of new address
- [ ] Update gym, club, or season ticket memberships
- [ ] Arrange mail redirection (if not already done)
- [ ] Update the electoral roll

ADDITIONAL NOTES

Helpful Contacts & Emergency Numbers

Your Moving Date: _____

In an emergency always dial 999. Keep the rest of these numbers to hand throughout your move — fill in your own where blank.

CONTACT	NAME	PHONE NUMBER	NOTES
Emergency Services		999	
NHS non-emergency		111	
Police non-emergency		101	
Gas emergency (National Gas)		0800 111 999	
Power cut line		105	
Floodline		0345 988 1188	
Wolves Removals		01903 893731	
Solicitor / conveyancer			
Estate agent			
Buildings & contents insurer			

ADDITIONAL NOTES

Helpful Contacts & Emergency Numbers

Your Moving Date: _____

Your new local contacts — fill these in as you register and settle into your new area.

CONTACT	NAME	PHONE NUMBER	NOTES
Electricity supplier			
Gas supplier			
Water supplier			
Local council			
Broadband / phone			
Doctor / GP			
Dentist			
Optician			
Vet			
School / nursery			
Bank / building society			
Other			

ADDITIONAL NOTES

Your Moving Date: _____

Whenever you're ready to move, we're ready to help.

From the very first survey to the very last box, we look after every detail with genuine care — the kind a family-run team brings because its name is on every van. Local, national or European; home or business; a single antique or an entire house — talk to us for a free, no-obligation quote and a clear, fixed written price.

2016	100+	5★	UK
TRUSTED SINCE	YEARS' COMBINED	CHECKATRADE RATED	& EUROPE WIDE

VISIT & CONTACT US

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FINAL NOTES & REMINDERS