

Removal Checklist

To be notified of new address:

- Employer
- Bank
- Building Society
- Credit Card Company
- Life & Health Insurance Companies
- House & Contents Insurance Companies
- Car Insurance Companies
- Pension Companies
- Church
- Club/Social Organisations
- Dentist
- Doctor
- Chiropodist
- School, College, University
- Magazine Subscriptions
- Charity Subscriptions
- Friends

Arrange or Telephone Final Readings for:

- Electricity
- Gas
- Water

Arrange to transfer or cancel:

- Telephone
- Paper/Magazine Subscriptions
- Satellite/Cable Subscriptions

Change address on:

- Driving Licence



Golden Rules

We firmly believe in old fashioned values. Follow our 5 golden rules to a successful move:

- 1 Always get an estimator to visit your property to discuss your requirements and insist on a detailed quotation in writing with services included.
- 2 Check your possessions are fully insured whilst in transit or storage.
- 3 Ensure you will be supplied with adequate manpower on the day and like our staff they are experienced and trained to cope with your removal.
- 4 If using storage facilities please check where your goods will be kept as we feel our facilities are second to none. Inspections welcome.
- 5 Other companies may ask for full or part payment in advance but we strongly recommend you **DO NOT PAY UNTIL COMPLETION OF YOUR REMOVAL.**



Contact Details

Our office is open Monday to Friday from 9am – 5pm
Saturday from 8.30am – 12 noon

Telephone 0131 553 3333 Fax 0131 553 7192

25 Albert Road, Edinburgh, EH6 7DP

Email Admin@broughtonremovals.com

<http://www.broughtonremovals.com>

BROUGHTON REMOVALS

THE ESTABLISHED FAMILY
BUSINESS SINCE 1970



- Domestic and Commercial Removers
- Local, National and European coverage
- Secure containerised storage in central Edinburgh
- Full packing service by experienced staff
- Comprehensive insurance cover for removals and storage
- Packing cartons supplied and delivered free of charge

0131 553 3333

www.broughtonremovals.com



Foreword

Started in 1970 by Mr Munro Snr together with Sons, Simon and Kris, they have built up the largest family run removal company in the Edinburgh area.

Re-located in September 2006, our office and vehicles are now based out of a new purpose built containerised facility with the capacity for up to 500 containers within Leith, Edinburgh. Operating 8 modern vehicles which are inspected every 6 weeks and fully equipped with all the necessary materials to ensure your move is completed to the highest standard.

We never sub-contract work or employ agency staff as we like to be in complete control. One of the most important aspects of any business is your staff. We have an excellent team who are fully trained, experienced and uniformed. We have built up a reputation for outstanding service based upon family values, vast experience and our attention to detail.

Most importantly, our staff will be polite and helpful and this will ensure your move is as stress free as possible.

You are welcome to inspect our premises, vehicles and equipment at any time without giving any notice!

Insurance Details

Goods in transit insurance of up to £50,000 is quoted for on your estimate but if you require extra cover this can be arranged through our office. If you require to use our containerised storage facilities, included in your weekly rental is fire/flood insurance of up to £5,000 per container. If extra cover is required this can be arranged in advance through our Brokers by contacting us first. Please state on your acceptance form. Please read the terms and conditions which you will find printed on the back of your quotation form.

Domestic Removals

Prior to the removal, Mr Munro Snr or Jnr will personally visit your home to discuss your requirements and explain the services and options available. You will then be provided with a written quotation for your move. The quotation is free of charge and without obligation.

There are many extra services provided in addition to the domestic removal. We can incorporate services such as a full packing service or breakable items only. Also dismantling and reassembling of furniture if required.

Fully trained and experienced crews load your valued possessions with the utmost care and attention. All items of furniture are blanket wrapped and secured by webbing in the custom built removal vehicle to protect them on their journey. On arrival at your new home all items will be placed in the rooms of your choice and in the position you require. Before leaving, final checks will be done to ensure you are happy with the complete service. All vehicles carry a full set of suite covers specially designed to keep your suite from getting marked or wet during your move. Carpet protectors will be placed over all flooring covering during your move. Hanging garment carriers are standard on each vehicle and will come on day of move on the vehicle.

If you plan to pack yourself, we can supply and deliver cartons and tape free of charge as soon as required. Packing paper is available at a small charge and can also be supplied. This can be arranged through the office. We will require a £40 deposit cheque. The cheque is not cashed, but held on file until return of the cartons and then shredded. We can return the original cheque if required. When you are finished with the cartons, contact us again to arrange for a free uplift.



Containerised Storage

For your peace of mind our facility is surrounded by a 10 foot security fence with 8 CCTV cameras covering all areas 24 hours a day, 7 days a week. In addition to this our alarm system is connected to BT Redcare which is monitored by ADT Security and the Lothian and Borders Police.

What is more none of your effects are handled separately at the warehouse. Before departing to your home the storage containers are loaded by fork lift truck into the purpose built removal vehicles through side opening doors.

Your furniture and effects are then carefully loaded and packed into the storage containers on the vehicles. All items are blanket wrapped to protect them and all settees, armchairs and mattresses go into protective covers.

Once the storage containers are sealed the container numbers are noted on the inventory and a copy given to you the customer. These containers are not reopened until they are delivered to your new home.

When you are ready to move into your new home, the storage containers are fork lifted back into our vehicle, delivered to your door and the contents unloaded and placed into the rooms of your choice and in the position you require – the first time they are taken out of the containers. This containerised storage system ensures minimum risk of loss or damage and is a distinct cost saving to the customer.

