

FROM: [Name]
DATE: [Date Sent]
RE: Your Upcoming Relocation: Move-Ready Instructions
MOVE DATE: [Scheduled Move Date]

YOUR RELOCATION IS IN 14 DAYS

Ontrack Moving has been assigned as the carrier for your company-sponsored relocation. This memo outlines exactly what you need to prepare before our crew arrives. Please read each section carefully. If you have questions, contact your HR representative or call Ontrack directly at (888) 914-8787.

THE "OPEN FIRST" ESSENTIALS BOX

Pack one clearly marked box with the items below. This box rides in the truck cab with the crew lead and is the first item handed to you at your new home. Do NOT put this box in the main shipment.

- Phone charger and laptop charger
- Medications (prescription and OTC)
- Toiletries (toothbrush, soap, deodorant)
- One change of clothes per family member
- Coffee, tea, snacks, and paper plates
- Bed sheets and 2 towels
- Important documents (IDs, lease, keys)
- Pet supplies (if applicable)

DESK-READY ELECTRONICS LABELING GUIDE

Complete these steps for each electronic device BEFORE our crew arrives on move day:

- 1. Back Up Data** Save all files to cloud or external drive. Power down the device completely (not sleep mode).
- 2. Photograph Cables** Take a photo of the back of each device showing cable connections. This speeds reassembly.
- 3. Coil & Label** Coil each cable neatly and tape it. Write the device name on painter's tape attached to the cable.
- 4. Personal Carry Box** Place laptop, docking station, keyboard, mouse, and external drives in your personal carry box (ORANGE label). This stays with you, not the shipment.

YOUR COLOR-CODED ROOM LABELS (Included in This Packet)

Pre-printed color labels are included with this memo. Attach the correct color label to each box in that room. Our crew uses these colors to route boxes directly to the correct room at your new home.

COLOR	ROOM	PRIORITY	WHAT GOES IN THESE BOXES
BLUE	Bedroom	First-Night	Bed linens, pillows, nightstand items, lamps, alarm clock
GREEN	Kitchen	First-Night	Coffee maker, cookware, dishes, utensils, cleaning supplies
YELLOW	Bathroom	First-Night	Towels, toiletries, shower curtain, bath mat, medications
ORANGE	Home Office	Day 2	Desk items, files, peripherals (laptop stays with you)
PURPLE	Living Room	Day 2	Sofa cushions, TV remote, books, decor, media equipment
GREY	Storage	Day 3+	Seasonal items, tools, sports gear, holiday decorations

WHAT HAPPENS WHEN WE ARRIVE AT YOUR NEW HOME

After unloading, our crew will set up your bedroom, bathroom, and kitchen first (the "First-Night" rooms). We assemble your bed, hang your towels, place your cookware, and connect your coffee maker. We then remove all packing debris from these three rooms before we leave. You walk into clean, livable rooms on your first night in a new city.

IMPORTANT: ITEMS WE CANNOT TRANSPORT

- Hazardous materials: gasoline, propane, paint, chemicals, ammunition, fireworks
- Perishable food: frozen items, refrigerated items, open food containers
- Cash, jewelry, and irreplaceable personal documents (carry these with you)
- Live plants (interstate transport restrictions apply)
- Pets (transport separately in your vehicle or by pet shipping service)

QUESTIONS? CONTACT YOUR ONTRACK PROJECT MANAGER

Phone: (888) 914-8787 | Website: www.ontrackmoving.com | USDOT #2551548 | CAL-T190721

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