

**CROSS TOWN MOVING CENTERS™**

**BEKINS**  
SINCE 1891

**PENSKO**

*Eugene  
Branch*

[www.crosstownmover.net](http://www.crosstownmover.net)

# OFFICE MOVING GUIDE

*“Proudly Serving Lane County Business  
and Government”*



541-683-5211

1400 Bertelsen rd

Eugene, Oregon 97402

[WWW.CROSTOWNMOVER.NET](http://WWW.CROSTOWNMOVER.NET)

# ***We provide local Business and Government with numerous relocation options for projects large or small.***

## **Thinking of Downsizing?**

Our company is well aware of the current turbulent economic times. Many local business are trimming spending, making layoffs and contemplating rearranging their space or moving to a smaller one. We can help! The efficiency of our service and staff will help to minimize the interruption to your business and can even help soften the blow for employees.

## **Our In-house moving services are affordable, flexible and do not require a formal estimate.**

While we excel at performing large scale, full service office relocations, no longer are small in-house moving projects out of budget. Whether it is one file cabinet, a desk or a roomful of office furniture, we can perform moves of all sizes and at affordable hourly rates. You simply let us know what you want moved and where you want it placed. Unlike our competitors who require a formal written estimate, days of advance notice and a four hour minimum, we only bill a one hour minimum and can normally accommodate same to next day service. We are also able to accommodate weekend, after hours and holiday relocations and we never charge overtime. Our staff is trained to be conscientious of minimizing the interruption to your office during the move.



**Across Town Moves.** Do you need to transfer office furniture or files across town to another location? We arrive in one of our clean, company moving trucks fully equipped with our professional moving gear and staff who will expedite the transfer.



**Need storage?** Need extra room for office furniture or files? We are the area leader in mobile storage. We deliver our storage units right to your office and load them on site. This cuts our handling time in half versus traditional mini storage, which saves you money. Whether storing with us, at a local mini storage, or on site at your location, our staff excels at organizing storage to maximize space. Often times our staff can even reorganize your current storage space to make more room!



**Thinking of remodeling?** If your company is thinking about upgrading your space, our company can help! We can relocate your goods to short term storage, or simply move them out of the installer's way, inside the office to save time and money. We have working relationships with several local flooring companies and are referred by them because of our timely arrivals and willingness to work around their schedule, on weekends, nights and holidays. Whatever the remodel project, we are skilled at minimizing the relocation burden.



## Bekins Interstate Corporate Relocations



Cross Town Movers is proud to be Eugene's exclusive agent for Bekins Van lines. We offer professional relocation services for your staff or office to every city in the United States. For well over 100 years now, Bekins has been thriving nationally, with over 400 quality agents nationwide. Bekins leads the moving industry with programs like Guaranteed Price Protection

and For All Its Worth Protection for your residential or office items in transit. Bekins drivers are skilled at providing safe, efficient and personalized customer service. Bekins Van Lines is recognized globally as an ISO certified carrier. This means that you can expect accurate times of arrival, constant communication and efficient claims handling.

## Huge selection of moving boxes and supplies:

A successful office move starts with proper packing. If you plan on doing your own packing, we carry an excellent selection of affordable moving boxes and packing supplies. We stock several sizes of book boxes, bubblewrap, tape and many other office moving products.





**Penske Truck Rental:** Cross Town Moving Centers is Eugene's Penske Truck Rental Dealer. As Penske, we offer the newest fleet of trucks for rent in the industry. We have 4 sizes of trucks to choose from for one-way or local rentals, with liftgates available upon request. We also have furniture pads and hand truck rentals available. For local office

moves, many of our business clients rent a Penske truck to move their small items, then have our professional Cross Town Mover's staff move the larger items. For one way rentals, take advantage of our professional rental truck loading service at affordable rates.

## About our Company

Cross Town Movers has been locally owned and operated since 1996. With branches in Eugene, Corvallis, Newport and now Salem, we are growing into the Willamette Valley's largest and most trusted local mover. Cross Town Movers currently employs 45 full time staff and owns 21 different size moving trucks and trailers. In 2006-2007, we performed more than 2 ½ times the volume of local relocations in Lane County as our nearest competitor. The reason that local business and government prefer our company is because of our commitment to the "Les Schwab Service Model". Our clean cut, courteous staff provide a superior level of service and attention to detail when performing office relocations. We are confident that our staff's experience, teamwork and dedication will be evident to you every time you choose our service.

## Guaranteed Satisfaction

We extend to you our 100% guarantee that your company and staff will be satisfied with our services! Our staff arrive on time, in uniform and equipped with clean, state of the art moving equipment to ensure safe and efficient transport. We constantly strive to improve and monitor quality of work from the top to the bottom within our organization. This will show to you through our superior customer service and numerous relocation options.



## Office Moving Tips and Moving Instructions

### Packing Cartons

- 1) Place a label on either side of the carton, NOT on the top.
- 2) Cartons are stacked when moved. Please do not over pack. Please use our smaller 1.5 cu. ft. book boxes for books, papers and miscellaneous. Remember, always use this smaller box

when possible. Only use our larger 3.0 cubic foot boxes for miscellaneous items that won't fit into the smaller boxes.

3) Never pack papers, files, or books in the larger boxes. Please use a minimum of two strips of tape on the bottom seam and 1 on the top.

4) Please use the labels and do not write directly on the box as your company may be returning the boxes for credit after the move.

## **Labeling**

1) Every item to be moved must have a label on it with a corresponding person's name and/or a department name as well as an applicable floor number, room number and piece number (please inquire with your Cross Town move coordinator for free labels and labeling recommendations). Depending upon the size of your company's relocation, we may or may not produce a formal map with assigned location numbers. Please inquire with your office move coordinator in regards to an applicable location number.

2) Computers, printers, wiring, telephones or any equipment which is fastened to desks, etc. must be disconnected.

3) If an item must be dismantled to be moved, be sure to label all of the parts. Example: secretarial desk with a return should be labeled on the desk and on the return.

## **Desks and Credenzas**

1) Label the desk on the top surface

2) Your desk will be placed on end to be moved. Please pack all desk contents.

3) Place small items such as pens, paper clips, rubber bands, etc. in an envelope and put it in one of your moving cartons.

4) Glass tops on desk - place a separate label on lower right hand corner.

A) Remove all papers from under glass

B) Remember, you still must label the desk

## **File Cabinets**

1) Vertical (standard) file cabinets can be moved full. It is not necessary to pack contents. Be sure all pressure plates are moved forward.

2) Lateral File Cabinets – You may leave the bottom two drawers full. All drawers above the bottom two must be packed in cartons, unless they are traveling up or down stairs.

3) Locks on file cabinets – if your file cabinet has a lock on it, to which you have the key, lock the file cabinet prior to moving. Be sure to store the key where it can be easily located after the move. If you do not have the key to the lock, please wrap packing tape around the lock until the lock can no longer be forced onto locking position. This prevents accidental locking during the move.

## **Bookcases**

- 1) Contents are to be removed and packed into cartons
- 2) If your bookshelves are held together by small metal or plastic pins or brackets, please remove the shelves and then remove all of the pins or brackets. Place them in a sealed envelope and pack them into one of your moving cartons. Don't forget to label each shelf with the same label as your bookcase.

## **Large Supply Cabinets (and/or other) Cabinets.**

- 1) Remove all contents and pack into cartons.
- 2) Label all cartons with the same label as the cabinet
- 3) Do not tape doors closed.

## **Computers, Keyboards, Printers, Fax Machines and all Electronic Components.**

- 1) Unplug all equipment from the power source and from other peripheral equipment.
- 2) Place all cables, cords, covers etc. in a moving carton with your desk contents.
- 3) Make sure copiers and large printers have been properly serviced if applicable. We cannot move copiers or printers if they are leased. Please check with the leasing company for proper relocation procedures. We also cannot relocate printers that operate with liquid ink, only powdered ink.

## **Chairs**

- 1) Place a label somewhere that it will stick, not on chair fabric. It is better to have a label on the chair base where it sticks than to have the label fall off.

## **Personal Items**

- 1) Personal items such as small photographs, personal plants, awards, plaques, and other knick-knacks should be placed in a carton. Cross Town Movers cannot be responsible for these items if they are not packed properly.

## **Miscellaneous**

- 1) It is not necessary to label carpet protectors (chair pads), or wastebaskets unless you are particularly fond of them and you require that your same unit be moved to your specific new location.
- 2) Labels are easily removed and will not leave any residue if removed immediately following move completion.
- 3) Move preparation is a great time to clean out your work area! If you haven't used certain items in a while, you probably never will. Don't move items which you no longer need.

