Eipic Removals & Storage

01

BEFORE YOUR QUOTE

Video survey & inventory

Show what is moving, how it gets out, and how it gets in.
Keep this sheet with your quote.

FILM IN THIS ORDER

01 Outside & loading point

Show the front entrance, steps, lane or driveway and likely van parking point. Describe any access restrictions.

02 Every room

Pan slowly. Show large furniture and say what stays behind. Include wall units, mirrors, lamps and boxed contents.

03 Cupboards & extra spaces

With permission, show cupboard contents, loft access, sheds, garage and garden items. Estimate packed boxes.

04 Furniture needing work

Show beds, wardrobes and desks. Flag dismantling, fragile surfaces, heavy pieces and anything that may not fit.

05 Stairs, doors & lifts

Show tight turns, landings and door openings. For flats, ask the building manager about lift bookings and loading rules.

06 Delivery address

Send access photos or a separate clip if available. Explain the floor, lift, parking distance and any confirmed access time.

ROOM-BY-ROOM NOTES

Room / area	Large items moving	Boxes	Dismantling?
Living / dining			
Kitchen			
Bedrooms			
Loft / garage			
Garden / other			

Before sending Keep identity documents, financial paperwork, security codes and other people out of the recording. Film from a safe position; do not climb into a loft or move heavy furniture for a video.

028 8642 2210 move@eipicremovals.co.uk eipicremovals.co.uk

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02

MOVING DAY

Keys, access & handover

One shared plan for the household, the removals crew and the person confirming access.

Move date

Quote / booking reference

Moving from

Moving to

Household lead / phone

Agent or access contact / phone

AGREE BEFORE LOADING DAY

Task to confirm	Who owns it?	Time / confirmation
Key collection and who confirms release		
Time the old property must be empty		
Parking / lift / loading slot at both addresses		
Packing and dismantling responsibilities		
What travels with the household		
Waiting charges and when they begin		
Storage / redelivery plan if access changes		

IF KEYS OR ACCESS ARE DELAYED

1. Ask the agent or access contact what is confirmed and what is still uncertain.
2. Tell the removals crew promptly. Agree a realistic next update time.
3. Confirm any revised waiting, storage and redelivery costs before agreeing a change.

Keep with you: keys, medicines, essential documents, phone and charger, payment method, refreshments and an overnight bag. Tell the crew which boxes must stay accessible.

A proposed key release time is not a guarantee. Confirm legal completion and access with your solicitor, estate agent or landlord. This worksheet does not set or change your booking terms.

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