



PASON GLOBAL



# MOVING

G U I D E



**Your guide to a less stressful,  
more organized move**



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## MAKING YOUR MOVE EASIER

Welcome to an exciting new chapter in your journey! As you prepare to transition into your new home, I understand that moving can be both thrilling and overwhelming.

That's why I've crafted this comprehensive moving guide, designed to offer you support, insights, and tips to make your move as smooth and stress-free as possible. My goal is to be there for you, every step of the way, ensuring that you feel informed, prepared, and excited about the days ahead.

Here's to new beginnings and the wonderful memories you'll create in your new home!

With Love,

AZ

Let's Connect



Stay Informed



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#### Moving and Relocation Services

Since 2005, Pason Global has been a trusted partner for international moving services in China. As a licensed customs broker (Customs register #: 110598029N), we specialize in diplomatic shipments and high-value relocations, ensuring that our clients receive the highest level of service tailored to their unique needs.

Supported by multilingual staff, we serve diverse customers with the highest levels of satisfaction, whether handling Origin or Destination services. We understand that every move is unique, which is why we offer complimentary on-site surveys each time to discuss our customers' specific requirements in detail.

Additionally, Pason Global is a proud member of prestigious industry associations, including IAM, IMA, IPATA, and GEM Network, solidifying our reputation as an IAM Trusted Moving Company. This affiliation not only enhances our credibility but also highlights our strong commitment to excellence in every aspect of our services.



# OUR SERVICES

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**International Move**



**Pet Relocation**



**Office Moving**



**Auto Shipping**



**Fine Arts Handling**



**Customs Broker**



**Warehouse Storage**



## START PREPARING EARLY

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### ✓ ABOUT 2 MONTHS BEFORE

Even if you haven't finalized your moving date yet, starting with this checklist can really help lighten your load as the big day approaches—especially when things tend to get a bit hectic!

### ✓ SORT YOUR BELONGINGS

Start going through your belongings room by room and focus on downsizing.

We all accumulate things over time, and typically the longer you've lived in your home, the more things you have that you may no longer be using. Decide what you want to take with you and what you want to sell, donate or discard.

**Pro Tip:** Walk around the house with sticky notes and label the items you want to sell or donate, then make a list using the helpful forms from this guidebook and get started.





## ✓ **SELL OR DONATE ITEMS**

The more you declutter, the less you'll have to pack! Starting this process early will make your life easier and give you the opportunity to sell items if you'd like. There are many second-hand WeChat groups and apps at your disposal. Don't hesitate to contact me for further details.

## ✓ **TAKE INVENTORY & PHOTOS**

Make a list of everything you are taking to your new home and take photos of your furniture and artwork.

## ✓ **GET QUOTES FROM MOVING COMPANIES**

Contact several different moving companies to get quotes for your move. Even without an exact address, you can start getting an idea of how much to budget for moving expenses.

## ✓ **CREATE A LIST OF EXPENSES**

Create a detailed list of essential moving expenses, including costs for hiring a moving company or renting a truck, and purchasing items like appliances and furniture for your new home.

## ITEMS TO SELL

[illegible]



# ITEMS TO DONATE

ITEM	DONATE TO	VALUE	DONE



## RELOCATION PROCESS WITH MOVERS

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- ☐ **Research Moving Companies:** Find experienced movers with strong reputations.
- ☐ **Schedule a Survey:** Contact movers and schedule an in-home or virtual survey.
- ☐ **Plan the Route:** Air Freight: 1 day to 20 days. Sea Freight: 20 days to 70 days.
- ☐ **Receive Quotations:** Get quotes from 2-3 companies and choose the best fit.
- ☐ **Sign the Contract:** Sign the contract/order form to secure your booking.
- ☐ **Arrange Packing Materials:** Request packing materials if planning to pack early.
- ☐ **Customs Documentation:** Prepare all the required documents for your mover.
- ☐ **Packing Day:** Confirm the date and time with your moving company.
- ☐ **Customs Clearance:** Learn whether your presence is required during customs.
- ☐ **Delivery Service at destination:** Confirm delivery date and time with your mover.
- ☐ **Unpacking by Movers:** Your items will be unpacked just the way you like!

**Rate Changes:** Stay informed about potential adjustments in sea freight charges, which can fluctuate every two weeks or monthly. Moving companies will provide updated quotes if any changes occur, ensuring you have the latest information.



## ESSENTIAL DOCUMENTS CHECKLIST

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### ✓ FOR DIPLOMATS:

- ☐ **Diplomatic ID:** Identification card that confirms your diplomatic status.
- ☐ **Export Permit from Embassy:** Required for customs clearance.
- ☐ **Power of Attorney:** Two stamped copies are required.
- ☐ **Diplomatic Passport Copies:** For documentation purposes.

### ✓ FOR NON-DIPLOMATS:

- ☐ **Original Passport:** A valid passport is essential for identification.
- ☐ **Work Permit:** For individuals relocating after working in China.
- ☐ **Residence Permit:** For customs clearance when exporting personal effects.
- ☐ **Customs Declaration Form:** Typically required by the destination customs.
- ☐ **Packing List:** A detailed inventory for facilitating customs verification.

**Pro Tip:** Confirm necessary documents with your mover before packing day for a smooth moving experience. Being prepared makes all the difference!

# QUOTATION QUESTIONNAIRE

For an accurate and timely quote from a moving company, request a free onsite survey. If that's inconvenient, please provide detailed descriptions below or share photos/videos of your items with your mover for evaluation.

## CONTACT INFORMATION

Name

Phone/WeChat ID/Email

## ROUTE DESTINATION

Origin city /Address

Destination city / Address

## SHIPPING PREFERENCE

Sea /Air / Truck / Train / Group

## MOVING DETAILS

Estimated Moving / Packing Date

Door to Door/Door to Port

Estimated Number of  
Boxes/Furniture/Volume

Large / Bulky Items, If any Piano,  
Safe, Refrigerator, treadmill's, bed.

## PACKING INFORMATION

Moving companies will handle all packing for you. If your items are already packed, please indicate whether they are in boxes or crates and provide dimensions (e.g., 11 boxes - 60x50x50).

## ADDITIONAL SERVICES

- ☐ Fine Arts Handling
- ☐ Vehicle Shipping
- ☐ Office Move Assistance
- ☐ Pet Relocation
- ☐ Cleaning Services
- ☐ Storage Solutions
- ☐ Home Search Assistance

## NOTES

# MOVING COMPANY QUOTES

## QUOTE # 1

Company Name:

Date contacted:

Contact Person:

In Home Consultation?

Yes ☐ No ☐

Phone/Email:

Insurance %

Quote Total: \$

Optional Charges \$

Notes:

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## QUOTE # 2

Company Name:

Date contacted:

Contact Person:

In Home Consultation?

Yes ☐ No ☐

Phone/Email:

Insurance %

Quote Total: \$

Optional Charges \$

Notes:

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## START PACKING

As you prepare for your move, start by packing items you won't need right away, like seasonal clothes and decor. This will lighten your load and make things less stressful as the big day approaches. Additionally, keep an inventory list of box contents to make unpacking easier and help you quickly locate specific items.

### ✓ PACKING SUPPLIES CHECKLIST

☐ Boxes & Wardrobe Boxes

☐ Markers

☐ Packing Tape

☐ Bubble Wrap

☐ Box Cutter

☐ Packing Paper

☐ Labeling Stickers

☐ Mattress Covers

**Please note:** If you hire a moving company, they typically bring all the necessary supplies, and pack everything, making your move even easier!



## PACKING TIPS

### ✓ GATHER SUPPLIES EARLY

Gather boxes, packing tape, bubble wrap, and markers in advance to simplify your packing. These materials will help protect your items during the move.

### ✓ START WITH NON-ESSENTIALS

Begin packing items you rarely use, like seasonal clothing and decor, to avoid last minute stress.

### ✓ CLEARLY LABEL BOXES

Sort your belongings into groups (clothes, books, kitchen items, fragile, toys, electronics) and label each box with its destination place and contents for easier unpacking when you move in.

### ✓ CUSHION FRAGILE ITEMS

Individually wrap fragile items in bubble wrap or packing paper, and fill empty box spaces with crumpled paper to prevent movement and breakage.

### ✓ PACK AN ESSENTIALS BAG

Prepare a bag with items you'll need immediately upon arrival, such as toiletries, a change of clothes, and important documents.



## MOVING EXPENSES

TYPE OF EXPENSE	BUDGET	ACTUAL

## BOX INVENTORY

CONTENT	BOX#	ROOM



## MOVING WITH CHILDREN

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### ✓ OPEN COMMUNICATION

Start discussions early using age-appropriate language to explain the move and encourage questions. Share excitement about new opportunities.

### ✓ EMPOWER YOUR KIDS

Involve children in the moving process by letting them make choices, like picking their room's color or packing their things. This helps them feel part of the journey.

### ✓ FAMILIARIZATION

If possible, take your kids to visit the new home and neighborhood before moving. Familiarizing them with their new surroundings can ease anxiety.

### ✓ TRANSFER RECORDS EARLY

Contact your child's current school well in advance to arrange for the transfer of records to ensure a smooth academic transition.

### ✓ MEET NEW CLASSMATES

Arrange a visit to the new school to meet teachers and classmates; familiar faces on the first day can make things feel more comfortable.



## ADDITIONAL STRATEGIES

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- ☐ **Listen to Their Feelings:** Acknowledge any worries about leaving friends.
- ☐ **Create a "First Night" Box:** Pack favorite items for comfort on the first night.
- ☐ **Plan Fun Activities:** Schedule exciting outings to create lasting memories.
- ☐ **Family Vision Board:** Create a board where kids can express their desires.
- ☐ **Unpack Essentials First:** Prioritize unpacking your child's favorite items.
- ☐ **Welcome Gift:** Prepare a surprise gift for each child in their new room.

### ☒ UNDERSTANDING THE IMPACT

Moving to a new home is a significant change for every family member, especially children. This transition can be challenging, as kids may struggle to understand the reasons behind it. Addressing their feelings and concerns is essential for a smooth adjustment, helping them feel secure and excited about their new environment. Consider creating a "Goodbye Book" where your child can collect memories from friends and favorite places, helping them process their feelings. Additionally, schedule a "Family Adventure Day" to explore attractions or events in the new area once you have settled in, creating positive associations with the new environment.



## MOVING WITH PETS

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### ✓ CHOOSE A QUALIFIED PET MOVER

Search from a list of trusted IPATA member pet shipping experts from all over the world by visiting <https://www.ipata.org/ipata-pet-shippers-air-and-ground>

### ✓ PREPARING NECESSARY DOCUMENTS

A reputable pet mover can assist you with all the required documentation, but it's crucial to be aware of what you'll need.

### ✓ FLIGHT AND CRATE PREPARATION

Reach out to airlines directly to understand their specific pet travel policies, including crate requirements, health certificates, and any restrictions on breeds.

### ✓ RESEARCH QUARANTINE REGULATIONS

If moving internationally, research quarantine requirements and import regulations for your destination country, including mandatory vaccinations.

### ✓ YOUR MOVER IS HERE TO HELP

Engage with your pet mover and don't hesitate to seek clarification on anything.



## NECESSARY DOCUMENTS CHECKLIST

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- ☐ Veterinary Health Certificate
- ☐ Rabies Vaccination Certificate
- ☐ ISO-Compatible Microchip Documentation
- ☐ Rabies Antibody Titer Test Report
- ☐ Import Permit
- ☐ Customs Declaration Form
- ☐ Parasite Treatment Certificate
- ☐ Emergency Contact Information
- ☐ Digital Photo of Pet and Group Photo with Owner
- ☐ Flight Reservation Confirmation

**Note:** The above checklist is for general use.

**Reminder:** Documentation for pet relocation varies by country. Always check with your mover for specific requirements.



## 1 MONTH BEFORE THE MOVE

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### ☒ ONCE YOU HAVE YOUR NEW ADDRESS & MOVE DATE

- ☐ Request to have time off work and set up childcare for your move date.
- ☐ Submit a change of address form with the post office.
- ☐ Contact insurance companies to transfer policies based to your new address.
- ☐ Request to book moving elevator and reserve parking for the truck if needed.
- ☐ Request transcripts from your kid's current school be sent to the new school.

### ☒ 1 MONTH BEFORE YOUR MOVE

- ☐ Arrange for the cut-off of your utilities and services at your current home.
- ☐ Arrange for the activation of your utilities and services at your new home.
- ☐ Check with you company/mortgage insurance to see if they cover the move.
- ☐ Notify everyone of your new address from the Change of Address Checklist.
- ☐ Continue packing everything you don't plan on using before your move.
- ☐ Schedule time to see friends and family before your move date.



# CHANGE OF ADDRESS CHECKLIST

## MY NEW ADDRESS IS .....

### ☒ HOME SERVICES

Current Home	New Home	
<input type="checkbox"/>	<input type="checkbox"/>	Electric Company
<input type="checkbox"/>	<input type="checkbox"/>	Water & Sewer
<input type="checkbox"/>	<input type="checkbox"/>	Gas Company
<input type="checkbox"/>	<input type="checkbox"/>	Trash & Recycling
<input type="checkbox"/>	<input type="checkbox"/>	Telephone
<input type="checkbox"/>	<input type="checkbox"/>	Internet Provider
<input type="checkbox"/>	<input type="checkbox"/>	Cable Provider
<input type="checkbox"/>	<input type="checkbox"/>	Home Security
<input type="checkbox"/>	<input type="checkbox"/>	Cleaning Service
<input type="checkbox"/>	<input type="checkbox"/>	Pest Control
<input type="checkbox"/>	<input type="checkbox"/>	Lawn Service
<input type="checkbox"/>	<input type="checkbox"/>	Pool Maintenance

### ☒ PROFESSIONAL SERVICES

- ☐ Doctor's Office or Medical Clinic
- ☐ Veterinarian
- ☐ Therapist or Counselor
- ☐ Attorney
- ☐ Insurance Agent
- ☐ Accountant or Financial Planner

### ☒ GOVERNMENT AGENCIES

- ☐ Post Office
- ☐ Department of Motor Vehicles
- ☐ Local Tax Authorities
- ☐ Voter Registration
- ☐ Social Security Administration
- ☐ Medicare Administration
- ☐ Business License Office

### ☒ FINANCIAL INSTITUTIONS

- ☐ Banks
- ☐ Credit Cards
- ☐ Loan Companies
- ☐ Student Loans
- ☐ Pension Plan / Annuity
- ☐ Investment

### ☒ COMMUNITY

- ☐ Family & Friends
- ☐ Employers
- ☐ Schools
- ☐ Day Care Provider
- ☐ Volunteer Organizations
- ☐ Memberships (Health Club/GYM)



## 2 WEEKS BEFORE YOUR MOVE

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- ☐ Plan meals to use up the remaining food from the fridge, freezer & pantry.
- ☐ Complete any remaining home repairs.
- ☐ Deep clean as much as possible.
- ☐ Make sure your pets have ID tags and are current on their vaccinations.
- ☐ Transfer or cancel gym, club, or any other memberships.
- ☐ If you have items that won't fit in your new space right away, look into renting a storage unit for short-term use.
- ☐ Gather essential documents, such as your ID, passport, medical records, and some cash for emergencies, along with any other items you need immediate access to, ensuring they aren't packed away during the move.



## 1 WEEK BEFORE YOUR MOVE

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- ☐ Pack everything that's left! Leave only the necessities at this point.
- ☐ Drain equipment like lawn mowers and edgers, as well as water hoses.
- ☐ Dispose of any hazardous and flammable items.
- ☐ Return any rented equipment or borrowed items.
- ☐ Call a locksmith to set up an appointment for your new home.
- ☐ Fill prescriptions and pet medications.
- ☐ Confirm details with moving company: moving date, contact person, packing.
- ☐ Inventory valuable items and consider taking photos for insurance purposes.



## MOVING DAY IS HERE!

### ☒ 2 DAYS BEFORE YOUR MOVE

- ☐ If you're taking your refrigerator with you, clear out any remaining items so that you can defrost it at least 24 hours before your move.
- ☐ Double check all cabinets and closets to make sure none of your belongings are left inside. Don't forget to check inside appliances as well!

### ☒ MOVING DAY

- ☐ Ensure the path is clear for moving boxes from the house to the moving truck.
- ☐ Cover your floors if they need protection, or ask the movers to cover them.
- ☐ Contain pets in a safe area where they'll be the least stressed.
- ☐ Make sure your moving day essentials (see checklist) are gathered together.
- ☐ Be available at home to assist movers with any questions.
- ☐ Sign the mover's inventory list and be sure to obtain a copy for your records.

# MOVING DAY ESSENTIALS CHECKLIST

## ☒ GENERAL ITEMS

- ☐ Computers & Chargers
- ☐ Important Documents
- ☐ Medications
- ☐ First Aid Kit
- ☐ Towels & Toiletries
- ☐ Keys & Valuables
- ☐ Portable Phone Charger

## ☒ KIDS ESSENTIALS

- ☐ Toys, Games, Books
- ☐ Bedtime Essentials
- ☐ Bottles/Sippy Cups
- ☐ Diaper Bag
- ☐ Favorite Blanket
- ☐ Baby Wipes
- ☐ Portable Crib or Playpen

## ☒ PETS ESSENTIALS

- ☐ Pet Food & Water Bowls
- ☐ Crate or Carrier
- ☐ Misc (Leash, Litter Box, Toys)

## ☒ FOOD & BEVERAGES

- ☐ Bottled Water
- ☐ Coffee/Drinks/Snacks
- ☐ Disposable Dishes & Utensils

## ☒ KITCHEN & BATH

- ☐ Hand Soap
- ☐ Dish Soap & Sponge
- ☐ Toilet Paper
- ☐ Paper Towels
- ☐ Trash Bags
- ☐ Cleaning Supplies & Rags

## ☒ MOVING NECESSITIES

- ☐ Scissors/Box Cutter
- ☐ Tool Set & Drill
- ☐ Marker/Pen
- ☐ Gloves
- ☐ Tape Measure
- ☐ Door Stopper



## FINAL CHECKLIST

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### ☒ BEFORE LEAVING THE HOUSE, MAKE SURE:

- ☐ All windows and doors are shut properly and locked.
- ☐ Lights are turned off .
- ☐ Thermostat is off or at an appropriate level.
- ☐ Water to the house is shut off.
- ☐ Trash is taken out.
- ☐ House is clean or a cleaning service is scheduled.
- ☐ Do a final walkthrough - make sure no items are left behind!

**A Special Note:** Take a moment to say goodbye to your old home. Remember the special moments you've shared here, and hold those memories close as you start this new chapter in your life, filled with new adventures and experiences.

# IMPORTANT DATES

## MONTH

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

### NOTES

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## FREQUENTLY ASKED QUESTIONS

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### ✓ **WHAT IS THE BEST TIME OF YEAR TO MOVE?**

The off-peak season (fall and winter) typically offers lower rates and more availability among movers. However, if you have children in school, consider scheduling around the school year to minimize disruption.

### ✓ **WHAT ITEMS CAN'T BE SHIPPED INTERNATIONALLY?**

Commonly prohibited items include perishable goods, firearms, plants, certain electronics, hazardous materials, and valuable cultural relics. To avoid delays or confiscation, always consult the customs regulations of your destination country.

### ✓ **HOW CAN I MINIMIZE STRESS DURING THE MOVING?**

Start planning early with the simple checklists provided in this guidebook to stay organized. Declutter to lighten your load, and hiring experienced movers can really make a difference, ensuring a smoother process overall.

### ✓ **WHAT ARE THE COSTS OF HIRING MOVING COMPANY?**

Shipping costs can vary based on shipping method air or sea, distance, volume, and additional services like piano handling, so it's wise to obtain quotes from 2-3 different companies and clarify what's included to avoid unexpected charges.

## ✓ **HOW FAR IN ADVANCE SHOULD I SCHEDULE MY MOVE?**

It's best to start planning at least 6-8 weeks before your moving date. This time frame allows you to research moving companies, gather estimates, and secure your preferred moving date, especially during peak seasons.

## ✓ **ARE THERE ANY HIDDEN FEES I SHOULD BE AWARE OF?**

There can be hidden fees associated with your move, including local port charges, customs examinations, duties or taxes, magnetic inspections, shuttle services, and long carry fees. It's essential to request a detailed breakdown of potential costs from your moving company to avoid surprises.

## ✓ **WHAT IF MY ITEMS ARE DAMAGED DURING THE MOVE?**

Document any damages with photos and report them to your moving company as soon as possible. Review your moving contract to understand coverage options; if you purchased additional insurance, file a claim according to their procedures.

## ✓ **WHAT IF I NEED TO STORE MY ITEMS TEMPORARILY?**

Consult with your mover, as many moving companies offer tailored storage solutions, including long-term storage and climate controlled storage options, to protect your belongings from environmental factors during the moving process.

## ✓ **IS INSURANCE INCLUDED IN MY MOVING QUOTE?**

Yes, most moving companies include an insurance charge in your moving proposal, and they will handle all the paperwork for you. Be sure to check the breakdown of your total quote, including the specifics of the insurance coverage.

## ✓ **WHAT SHOULD I DO IF MY SHIPMENT IS DELAYED?**

If your shipment is delayed, contact your moving company for updates on the cause and estimated arrival time, prepare for temporary essentials you may need, and check if they offer any support while keeping a record of communications.

## ✓ **WHERE CAN I FIND CUSTOMS GUIDES FOR MY COUNTRY?**

For reliable customs info, ask your mover or visit the following resources:

FIDI Customs Guides: <https://www.fidi.org/customs-guides>

IAM Country Guides: <https://iamovers.org/iam-country-guides/>

## ✓ **WHAT IS THE DELIVERY TIMEFRAME FOR MY MOVE?**

Delivery times vary by shipping method: Air Freight typically takes 1 to 20 days, while Sea Freight usually ranges from 20 to 70 days, depending on the destination and other factors such as weather, carrier, transfers, and customs clearance.



## NEW HOME

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Congratulations on this exciting new chapter! Now that you've officially moved into your new home, remember that each box you unpack brings you closer to settling in and making it truly yours. From changing the locks to getting to know your neighbors, there's plenty to do as you start this new adventure!

### ✓ UNPACKING

Prioritize unpacking essential rooms like the kitchen, bedroom, and bathroom first to ensure immediate comfort and functionality.

### ✓ USE THE ABC METHOD

- ☐ 'A' for frequently accessed items like toiletries, bedding and medications.
- ☐ 'B' for items within arm's reach but not needed daily, such as extra clothing.
- ☐ 'C' for occasional items. Unpack one room at a time to stay organized.

### ✓ POST-MOVE TASKS

- |   |  |
|---|--|
| <input type="checkbox"/> Change Locks or Passwords  | <input type="checkbox"/> Go Grocery Shopping       |
| <input type="checkbox"/> Check and Set Up Utilities | <input type="checkbox"/> Set Up Internet and Cable |
| <input type="checkbox"/> Deep Clean Your New Home   | <input type="checkbox"/> Change Your Address       |
| <input type="checkbox"/> Inspect for Any Damages    | <input type="checkbox"/> Meet the Neighbors        |

## BRAINSTORMING SPACE

## NOTES

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**Moving and Relocation Services**



**THANKS FOR BEING PART OF OUR JOURNEY!  
WE HOPE YOU FIND THIS GUIDE HELPFUL AS YOU  
START YOUR WONDERFUL NEW ADVENTURE!**