

Kloke Group

Relocation • Moving • Storage

Personal, Professional, Proud

INVENTORY PLANNER

SUGGESTIONS FOR USING THE KLOKE INVENTORY PLANNER

1. Carefully identify each item in your inventory.

The best way to begin a household inventory is to proceed *one room at a time*. Enter the name of the room you are working. Enter a brief but definitive description for each item and determine its status: *is it part of your move, or will you sell, gift or discard it?* Do not proceed with additional information until you have identified and determined the status of every item in the current room. You might want to count the items in the room and compare the tally to the number of items listed on the planner. Once you have established a complete and accurate account of the items in the room, you can enter the remaining information for those you have chosen to *move*. Leave the [sell, gift, discard] items on the list until you have actually disposed of them, then cross them off your inventory.

2. Estimate the weight.

The cost of your move is based on numerous factors (see "selecting a moving company" available at www.kloke.com/rs_organizing.html), but for most moves, the weight of your shipment is the most important factor. Unfortunately, there is no accurate and objective method for determining actual weight until your property is on the truck, and physically weighed. A bad estimate can result in an unpleasant surprise in your bill.

Since every move is unique and some items can be very misleading, there is no such thing as a perfect estimate. We have provided this planner to help eliminate some of the more common causes of inaccuracy; including a failure to accurately estimate your needs. One reason Kloke provides an inventory planner is to increase the accuracy of this estimate. It does this by helping to insure that all items subject to your move have been factored into your estimate - and by providing guidelines such as average weights for common household items. While it is helpful to get a handle on these objective factors,

WE WANT TO EMPHATICALLY STRESS THAT THERE ARE SUBJECTIVE FACTORS THAT CAN SERIOUSLY IMPACT THE ACCURACY OF YOUR ESTIMATE.

The average weight of a sofa, for example, does not accommodate the wild diversity between the weight of a Rattan vs. Hardwood frame sofa - and the weight of miscellaneous cartons can vary as dramatically as their contents). The experience of your Kloke Relocation Consultant will help you adjust your estimates to accommodate subjective factors, but every move is unique, and in the end it is the actual weight of your move that will determine your costs.

Ultimately you can rely upon the fact that you will pay the quoted rate times the actual weight for this key portion of your bill. The importance of an accurate weight estimate is simply to prevent the perception of an inaccurate quote. There have been instances of moving companies underestimating weight to intentionally create the perception of a low estimate (see xxx link to msn). A carefully prepared inventory may quickly expose an intentional or incidental low estimate.

There are several ways to estimate the weight of an item. In some cases, it might actually be convenient to place some small dense items on a handy scale. But this method is strictly for the tenacious. Sales receipts or warrantee packages may also provide weight information. Charts showing the average weight of common household items, such as those shown in the column at left, can be helpful. Finally, an experienced moving consultant can help keep an estimate on track. In addition, records from a previous move of these same materials may provide a good overview.

3. Estimate the value.

There are several reasons for accurately estimating the value of each item on your inventory list. For the purpose of your move, this information is needed to establish the value of each item in the unlikely event of loss or damage in transit (See "Residential Services: Property Valuation for more information).

In the broader sense, this same information is used to establish the value of each item for ongoing insurance purposes following your move. Finally, if you are called upon for one reason or another to establish net worth, this information helps support the value of household possessions.

Once again the source of this value may be receipts, product information, current market values or simply, personal estimate. The more you can document the value assessed for an item, the more reliable it becomes. So wherever documents are available to support your assessment, note their existence in the "documents" box for the item. We suggest you maintain all such documents in a single file indexed by room, item name and the line number from your Kloke Inventory Planner.

4. Determine Packing Status and Note Supplies Needed.

You may want to contract the services of your mover to pack your entire move (See "Residential Services: Packaging" for more information). If that's the case, you needn't add much information to this section of your planner. But if you are planning to pack some or all of the items yourself, you will find this section helpful in identifying who is responsible for packaging each item, what special handling requirements may be needed for an item, and what special packaging supplies (See "Packaging Supplies") may be needed to protect it.

5. Map Destinations.

It is useful, in a well organized move, to identify -before delivery - the room or other destination of each item. It is not necessary to complete this section at the same time as the rest of the planner, especially if you will need to store your property in a warehousing facility for an interim period (See "Residential Services: Storage" for more information).

6. Complete Notes.

By definition, this section may be used for any information not specified elsewhere. By design, it is included for three specific reasons.

First, it provides a check off list for items received. You will need to initial the shipper's bill of lading to acknowledge receipt of your property, but it is often difficult to read and understand someone else's handwritten list of items. Working from your own forms eliminates a lot of confusion and may provide additional information not included on the shippers forms.

Second, it provides a place to itemize damages that exist prior to shipment. This will encourage you to inspect your items more carefully during inventory. (It does not establish that your item was NOT damaged prior to shipment) Nonetheless, the more aware you are about existing damage prior to shipment, the less likely you may be to attribute overlooked wear to your move.

Finally, it provides a place to record any damage that may actually accrue from you can move so that you may note it on your shippers bill of lading and file a claim in accordance with your protection plan. (See "Residential Services: Property Valuation")

Tallies.

Your Kloke planner allows you to tally weights and values to be used as noted above. In addition, you may place an order for supplies by scanning down the column of "Supplies" and toggling the "quantities" column in the "packaging" section of our web site. This will forward your needs directly to your Kloke Consultant who will often provide these materials as a courtesy, or at discounted rates based on your contracted service package.

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Household Inventory Planner



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	PACKING				DESTINATION		NOTES	
	SELF	SERVICE	SPECIAL HANDLING	SUPPLIES	LEVEL/ROOM	REC'D	CONDITION	
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