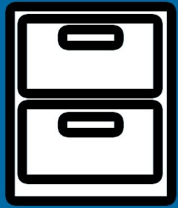


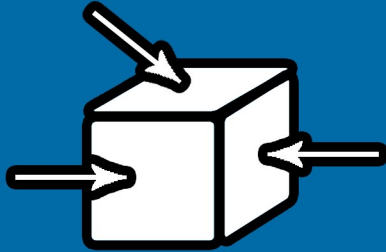
MOVING TIPS



FILE CABINETS

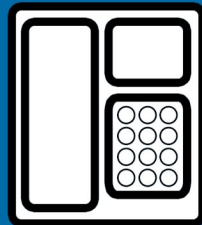
No need to unload standard file cabinets. Unload lateral file cabinets.

LATERAL FILE CABINETS



BOXES

Label boxes in three places (top and two sides.) Include your name, building, and room number.



TELEPHONES

Call UM Telecommunications. They will transfer phone numbers and move telephones (if the project calls for them to be moved.)

COPIERS

Contact your copy company—they will move your copier.



COMPUTERS

Movers can move computers—if cords are disconnected & boxed. Label computer & box with name building, and room number. Back up your computer; some will not come back to life!

