MISSION STATEMENT

Coakley Brothers provides the best relocation of your personal and corporate environment to include: moving, systems furniture installation, space planning and design, storage, records management, document scanning, data protection, information destruction and Enterprise Content Management Consulting.

Exceptional service is delivered through experience and resourcefulness with a 120+ year history of employee pride, passion, and commitment.
Coakley brothers
“We’re more than just a mover... Office environments and more.”

Corporate Installation & Relocation

• The Coakley Brothers Difference
  – How we get you there makes the difference
• Production Line Theory
Coakley brothers Moving Tools

**DOLLY**
- Brought the day of the move
- Used by Coakley Brothers to move office furniture.

**SPEED PACK**
- Brought the day of the move
- Used by Coakley Brothers to pack miscellaneous items

**RECORD BOXES**
- Used to pack files or contents of offices
- For off-site record management
  view www.datastoreweb.com

**PORTA-RACK**
- Delivered a week prior to move
- Used to pack contents of desks, files and shelving units
- Place your label on either side
- Shrink wrapped the day of the move

**CRATES**
- Delivered a week prior to your move
- Used in tight spaces or stair carries
**Personal Requirements**

- **Self move items**
  - Anything not replaceable or sentimental
  - Small plants, animals and your food in the fridge!
- **Packing tips:**
  - Use the zip lock bag for pens, paper clips and small items; place on the porta-rack
  - Great time for cleaning!
  - Use Coakley Brothers shred bins for confidential document destruction!
Identifying Rooms

• Each floor has a color
• Every destination has a number
• Place Relocation Sheets in a highly visible area
• Labels correspond to the Relocation Sheet

LABELING INSTRUCTIONS

• Place labels in an easily viewable area
• Remove labels shortly after move completion
• Unlabeled items will not be moved
• All vertical file cabinets can be moved full
• All lateral files must be emptied!
• Cylinder locks must be taped to prevent them from locking
• Please let us know if they should be placed in order
• Label the monitor, tower and place all computer related parts in the computer bag and label
• Leave the bag next to the monitor; CBC will pack all in a padded speed pack; same goes for printers and faxes
BOXES

- Top of the boxes should be flat
- Place the label on the side of the box
- Stacked onto a dolly the day of the move
- Small boxes can be placed on porta-racks, if there is room!