

# Rollins

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**MOVING SERVICES**



## Next Steps

Thank you for signing up with Rollins Moving Services! Due to COVID, our processes and procedures will be a little different this year to encourage social distancing. Safety is our top priority and we will be working hard to ensure the safety of our campus community. Please see the steps below outlining this year's Rollins Moving Services process. Please feel free to reach out with any questions or concerns.



### **Sign up on our Website – Inform us of your anticipated move out date**

IF YOU ARE SEEKING AN EARLY MOVE-OUT PLEASE LET A MEMBER OF OUR TEAM KNOW



### **Pack your items – please consolidate loose items into a box**

Please ensure proper packing procedures – can be seen below or on our website.



### **Ensure items are protected and firmly secure the box with packing tape**

If items are not packed prior to leaving campus, we will charge an additional packing fee to the invoice.



### **A Rollins Moving Services team member will come by your dorm to ensure that you are properly packed.**

If you are not present at the time of your Rollins Moving Services check-out you will incur an additional charge. Please stay up to date with your email as that is our main point of contact.



### **After check-out, you are ready to leave campus!**

Students will leave their packed items in their room and our team will move them into storage once everyone is off campus.

# Timeline

**May 5<sup>th</sup>**

**Students are required to leave campus**

**May 6<sup>th</sup>**

**The RMS team will remove all items from students' dorms and into storage**

**Over Summer**

**Items will be kept safe in our air-conditioned warehouse**

**Prior to Fall Semester**

**The RMS team will deliver students' items to their new dorm assignment prior to the Fall Semester**

# Packing Instructions

- Please use boxes or plastic storage containers to store your loose belongings.
  - **Moving boxes can be purchased from the Rollins Post Office in the Campus Center**
- Be sure to securely fasten boxes with enough tape to hold the weight of the contents.
- Protect items internally with bubble wrap, sheets, blankets, or towels to prevent damage.
- **If storing your refrigerator, make sure to unplug it 48 hours prior to your move.**
- Do NOT store liquids. This includes laundry detergent, soaps, shampoo, etc...
- Package mirrors in proper size box with internal padding OR wrap in bubble wrap, sheets, or blankets and secure with tape.
- Remember: WE WILL NOT ACCEPT ITEMS IF THEY ARE NOT WRAPPED
- If you have any packing questions, make sure to contact the RMS team at least 48 hours prior to your day of departure.

# Pricing

Pricing can be found on our website in more depth at <http://www.rollinsmovingservices.com/pricing.html>

Common items we see, and their prices can be seen below. Keep in mind the price includes pick up, storage through the Summer, and delivery in the Fall.

Small Box (16"x12"x12")	\$50
Medium Box (18"x18"x16")	\$60
Large Box (24"x18"x18")	\$72
Printer/Microwave	\$45
Chairs/Bean bags	\$50
Sofa/Futon	\$75
Table	\$50
Large Lamp	\$40
Painting/Mirror	\$40
Flat Screen TV	\$60
Mattress Frame	\$60
Bike	\$70

# FAQ

- How do I pay?
  - We will send an invoice to the email that we have on file and you will be redirected to the payment portal?
- When do I need to pay?
  - Payment is required within two weeks of invoice being sent. If not paid within two weeks, a late fee will be incurred.
- What if I plan to leave campus early?
  - That is completely fine, just please let us know in advance so that we can perform our check-out prior to you leaving campus.
- Can I use my own containers rather than boxes?
  - Yes, you can. However, we highly encourage using boxes/containers with strong durability.
- What if I don't see the price of an item that I'd like to store?
  - The prices on our website are the most common items that we see. If you'd like an estimate on the price of an item, submit a form on the "contact us" page of our website.
- Where can I buy boxes?
  - The Rollins College post office has boxes and tape available for purchase
- What if I am arriving to campus early in Fall?
  - We deliver all items at once. Don't worry though! We deliver prior to the first week of classes.