

For questions or
more information
contact:

Your Primacy
Consultant

or

Jennifer Ruggiero

Recruitment
Consultant

Email:
Jennifer.Ruggiero
@talbots.com

Extension:
4766

by: Liza Salerno
Manager,
Recruitment

Your Household Goods Move...

By the time you have found your apartment, you should already have received a phone call from *Humboldt Moving and Storage* to schedule a United Van Lines representative to review your present home to estimate what will be involved in your move. Once you find a place to live, it is **your** responsibility to contact United Van Lines with the specifics regarding your move, including the location of your new apartment, and the approximate date that you expect to move. **Talbots contract with United Van Lines does not authorize weekend pick-up or delivery.**

Partial Pack

The moving company will drop off boxes and packing materials. You will be required to pack all dishes, glasses, books, and anything that will be boxed prior to the move. If you have anything out of the ordinary that needs to be moved, please let us know **before** the moving company comes to load you! The moving company will come back and load all boxes and furniture. At your destination, they will unload into your new home. You will need to do your own unpacking. The moving company will give you a "window of delivery," (an estimated time that they will pick up and drop off your goods). Unfortunately, since moving is not an exact science, you may not get as much warning as you may wish. You or someone designated by you must be present when the moving company picks up or drops off your belongings. It can often take more than one day to load or unload, so plan accordingly.

You should also be aware that you may still be scheduled to work in your old store, after your goods are picked up by the moving company. Or you may have already arrived in your new location while your goods are still in transit. In either case, contact Store Recruitment and we will find a place for you to stay in the interim.



Important:

Talbots does not cover third party services at your old or new home (such as hanging or removing electrical fixtures, window blinds, curtains, or artwork). With the exception of washer/dryer hook-ups, all third party services at your old or new home will be charged directly to you. If you question whether or not Talbots will cover an expense, ask before incurring the cost!

Humboldt Moving and Storage will bill Talbots directly for the cost of your Household goods move. All other expenses related to your move must be documented on relocation expense reports, which are provided through **Primacy Relocation**, in order to receive reimbursement.