

**Welcome to**



**Central Cargo Packers and Movers**



## *Overview*



Central Cargo Packers and Movers (CCPM) is one of the leading Packers & Movers of House hold goods, Car, Furniture, Handicrafts & Machinery goods having branches all over major cities in India. We are proud to provide you with the best of professional services from the packing point to final unpacking destination in India on door to door basis as well as local shifting.

The entire responsibility of the delivery of your articles from delicate items of glassware to the heaviest machinery is undertaken to their respective destinations like a loving mother takes her child in her lap. Needless to say that the packing and transportation of the goods of the valued customers is done by the experts with modern techniques and the latest and most suitable materials.

To maintain high standards of clients, we believe in the philosophy of unlimited business for unlimited client satisfaction. This will not only encourage but will also give us Philip to work hard to share your burden. It would be a matter of great privilege for us to whom we can serve with total commitment and dedication.

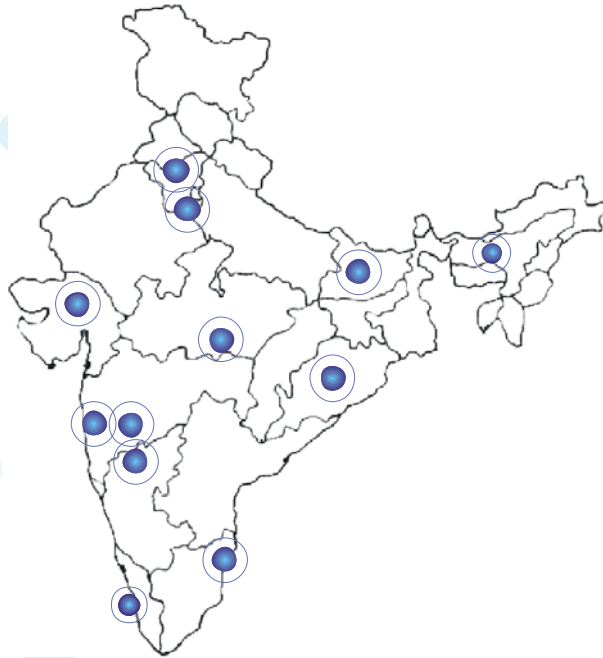
We are always in search of innovative packing style to enhance our packing and moving skills. We have excellent infrastructure for handling Multi Tasking Packers and Movers job.

***Service is our Success***



## *Presence in India*

Ahmedabad  
Amritsar  
Baroda  
Chennai  
Delhi / NCR  
Gurgaon  
Goa  
Kanpur  
Ludhiana  
Nagpur  
Patiala  
Surat



Ambala  
Bangalore  
Chandigarh  
Dehradun  
Faridabad  
Ghaziabad  
Hyderabad  
Lucknow  
Mumbai  
Noida  
Pune  
Rudrapur



## *Services offered by CCPM*

### **Packing & Moving :**

The friendly staff of Central Cargo Packers and Movers with our trained Supervisor and Experts will pack your goods as per time commitment, will provide you service with " Care and Perfection ".

### **Household shifting :**

When it comes to household shifting you do not have to take the burden of a needle also, because CCPM will do it all. Starting from a needle to your wall units, furniture, stationary crockery, electronic goods and all miscellaneous items will be properly packed and moved safely to the required destination. Not only this, CCPM will also provide services for unpacking and rearranging your house where in you can build a home for your family.

### **Corporate shifting :**

In this competitive world and hectic schedule, shifting an office can cause a lot of stress. To relieve you from this, CCPM has trained professionals and the advanced packing material to match your requirements. CCPM understands that "Time is Money" and hence will not let your work suffer and will provide you with special services on weekends. All your things will be in place for your next working day.

### **Car Transportation :**

Car Transportation : We transport cars by special covered Car Container to all over India on door to door basis

### **Warehousing :**

Ware Housing facilities are provided by us & the same is available at all our branches. Ample Ware Housing facilities are available for House Hold Goods, Furniture, Industrial Goods & automobiles.

### **Escort :**

To prevent the household/office goods from any kind of haphazard & maintain proper communication with the origin, one of the team member, would accompany the vehicle till it reaches its destination.



***Service is our Success***



## *Packing Process : IT Assets*

- Dedicated supervisor & packing crew will be provided to pack the server room items as they have a specific timeline.
- Packing / Wrapping of Computer, Printer, Photocopier, Plotter, Fax machines, Routers, Switches, Recorders, EPABX , Standard Servers, etc with bubble plastic, white paper and placing these wrapped items into cartons/corrugated sheets.
- High End Server will be packed in Bubble Wrap & then padded with thermocol before being placed into the sturdy carton/ corrugate rolls.
- Each destination floor will be assigned a specific colour & the same will be placed on each package so as to ensure that the package goes to the correct floor.
- Marking with name & numbers will be prepared on the sticker by the supervisor.
- The inventory list with the detail on the count will be prepared by the CCPM supervisor.



## *Packing Process : Non-IT Assets*

- The cartons will be provided 2 days in advance at all work stations.
- The cartons are smallest in size & easy to move if needed.
- Personal files & belongings will be placed into cartons by the employees & taped a day before the move.
- CCPM will pick the box on a said to contain basis.
- Each destination floor will be assigned a specific colour & the same will be placed on each package so as to ensure that the package goes to the correct floor.
- Marking with name & numbers will be prepared on the sticker by the supervisor.
- The inventory list with the detail on the count will be prepared by the CCPM supervisor.



## *Labelling process ?*

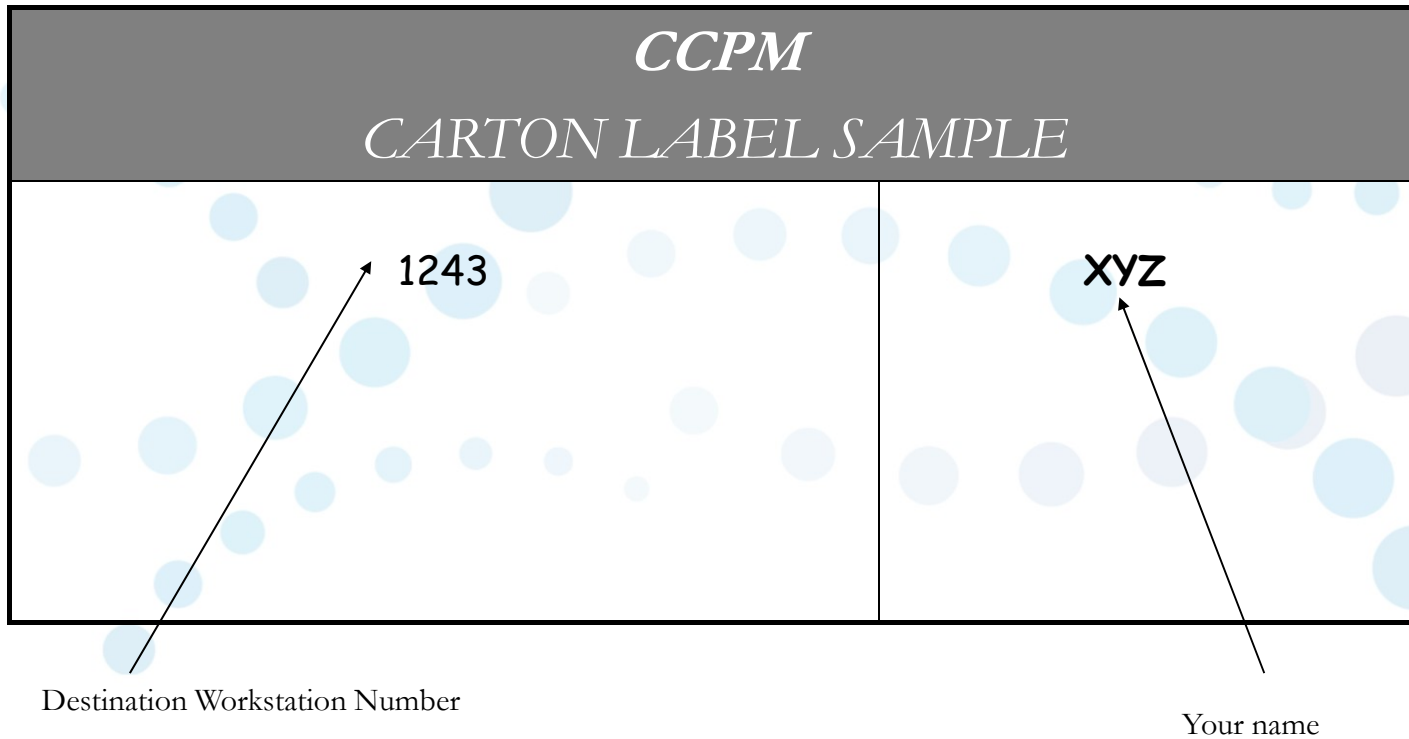
Level colours to Campus- Eg.

Grd Floor	<b>Pink</b>	
1st Floor	<b>Green</b>	
2nd Floor	<b>Blue</b>	
3rd Floor	<b>Red</b>	
4th Floor	<b>Black</b>	



## *Labelling process*

**Level colours to each floor incase of multiple floor**







## *Safe Manual Handling*

- What techniques can help prevent manual handling injuries?
- A. Planning the lift
  - B. Performing the lift





## *Moving Process*

- Items are based on 2 assumptions, critical items & non-critical items.
- The critical item details as provided by the account with shorter timelines are moved 1<sup>st</sup>. In most cases these are the servers, switches & server room items.
- The inventory list is used as a gate pass while moving the item from the origin location.
- A truck wise loading chart is prepared to ensure that the no. of packages are moving out of the origin location into the specific truck.
- Closed body vehicle will be used for all the IT assets.
- At the destination the inventory is handed over to the new team who assist in the offloading.
- The items with lesser criticality is moved later but the same procedure are followed.



## *Best Practices.....*

- Any major move needs to be handled in a staggered way.
- The number of employees / assets being moved in each phase has to be clearly defined 2 weeks in advance.
- The relocation company needs to be given an opportunity to do a preview trip of the place from where the movement happens. This has to be for both origin & destination.
- The Facility / Security managers of the location must brief specifically on the entry / exit point, lift usage, procedure for goods / manpower in & out & any other specific protocol that needs to be followed 2 weeks in advance.
- The complete list of assets being moved in the particular phase needs to be provided 2 weeks in advance along with the insurance valuation.
- The start time as well as the delivery time needs to be specified to the Relocation company 2 weeks in advance. Based on the same the Relocation company will confirm if the same can be achieved in the prescribed duration.

**Cont....**



## *Best Practices.....*

- The floor plan for origin & destination with seating arrangements to be provided well in advance.
- The list of coordinators must be provided 2 week in advance & they must meet with CCPM coordinator's too so as to discuss on the expectation & deliverables.
- The team that moves in the phase must be informed to pack the personal belongings in advance & leave the same below the workstation so as to ensure that there are no delays in labeling.
- Each employee must be asked to trash any item that is not necessary to be moved.
- The packing area must be kept free so as to ensure no bottlenecks at the time of packing.
- Unplugging of equipments to be done before so as to reduce delay while packing.
- Server back-up time to be informed in advance so as to ensure that the dedicated team is in place when required.



*Thank You*