

MoveIQ Checklist

Prep

- Gather the list of Cities, States, and Zip Codes that you service
- Determine which email addresses you'd like to receive reservation information
- Gather your local hourly pricing details:
 - Hourly rate for 2 men (or women!) and 1 van
 - Hourly rate for each additional man
 - The average pounds per hour each man can move
 - The maximum hours per man
 - The job minimum hours
 - Travel Time
 - The percentage of your hourly rate to add for each flight of stairs
 - The percentage of your hourly rate to add for every 75 ft of excessive distance from parking spot
 - The percentage of your hourly rate to add for each elevator
 - Any Service Charges you have
 - The percentage of your hourly rate to add for Premium (i.e. holiday) moves
 - The percentage of your hourly rate to add for Saturday moves
 - The percentage of your hourly rate to add for Sunday moves

Note: If the above pricing details are different from your pricing structure, don't worry! You'll be sent a pricing calculator for you to play with these numbers - just make sure prepare for the above structure.

Setup

- Check out the instructional videos on our FAQ's Page
- Log in to your account
- Fill out/confirm your company information for your public profile page
- Set up your email notifications
- Fill out your capacity (availability) calendar
- Add your state tariff (includes base hourly pricing)
- Add your tariff rules (includes premium rates, weekend rates, accessorial charges, etc)
- Add your service areas

Go Live

- Let Allison know when you're ready to go live!