GENTLETOOLS / FREE RESOURCE SERIES

HOME / 8 PAGE EDITION

Moving Box Inventory PDF

Number every box, note the room and mark what should be unpacked first.

NOT JUST AN EMPTY FORM

An inventory gives every box an ID and destination. A simple number is much faster to match than opening boxes to search for things on moving day.

THE FOUR-STEP WORKFLOW

1. **Define what is known**
2. **Track actual events and evidence**
3. **Compare before deciding**
4. **Assign the next concrete action**

- [ ] Separate estimates and verified facts
- [ ] Keep sensitive data secure

No login or email gate. Information you enter stays in the PDF.

MOVE BOX PRIORITY BOARD

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Agree on room names and create a numbering system.

STEP 2 Mark each box with a unique ID, main contents and priority.

STEP 3 Tick the unpacked field only once the correct box has been checked.

STEP 4 Which fact or document still needs checking?

MOVE BOX PRIORITY BOARD

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

BOX ID	ROOM AND CONTENTS	ASSIGNED MOVER	UNPACKING STATE	FRAGILE / OPEN-FIRST NOTES

Outstanding question or record to confirm

MOVE BOX PRIORITY BOARD

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

BOX ID	ROOM AND CONTENTS	ASSIGNED MOVER	UNPACKING STATE	FRAGILE / OPEN-FIRST NOTES

Outstanding question or record to confirm

MOVE BOX PRIORITY BOARD

Compare with evidence

WHAT THIS DOCUMENT HELPS WITH

An inventory gives every box an ID and destination. A simple number is much faster to match than opening boxes to search for things on moving day.

1. Current facts

CURRENT	OPTION	EVIDENCE

2. Alternative course

CURRENT	OPTION	EVIDENCE

3. Uncertain information

CURRENT	OPTION	EVIDENCE

Working conclusion or question

Review by

MOVE BOX PRIORITY BOARD

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Agree on room names and create a numbering system.

Concrete next action	Owner / due

ACTION 2 Mark each box with a unique ID, main contents and priority.

Concrete next action	Owner / due

ACTION 3 Tick the unpacked field only once the correct box has been checked.

Concrete next action	Owner / due

IMPORTANT CONTEXT

Do not share a public list of valuables, property security details or the full home address.

- [ ] Source checked
- [ ] Next action assigned

MOVE BOX PRIORITY BOARD

Review a worked example

FICTIONAL EXAMPLE

K-04 / Kitchen / pots and dish towels / priority 2 / awaiting unpacking. Box ID is written on two sides.

BEFORE YOU RELY ON YOUR RECORDS

- [ ] Facts distinguished from estimates
- [ ] Dates, units and totals checked
- [ ] Source evidence saved separately
- [ ] Private identifiers protected

What will be improved next time?

Do not share a public list of valuables, property security details or the full home address.

MOVE BOX PRIORITY BOARD

Moving inventory

This page is tailored to the topic. Use it to check key items before closing your file.

AREA	BOX IDS	UNPACKED
Kitchen		
Bedroom		
Living area		
Storage		
Essentials		

One additional item to check