Move-Ready Checklist

Vending machines, coolers, micro-markets, ATMs & kiosks

USA VENDING MACHINE MOVERS
(866) 216-7742

Use this list to get your machine ready before pickup. A prepared machine moves faster, safer, and without surprise charges. Questions on any step? Call us before moving day.

1. BEFORE YOU BOOK

- [ ] **Machine info:** Make, model, and approximate weight/dimensions (check the serial plate).
- [ ] **Addresses:** Pickup and delivery addresses, plus on-site contacts and phone numbers.
- [ ] **Access:** Count stairs and turns; measure doorways, hallways, and elevators at both ends.
- [ ] **Building rules:** Reserve freight elevators and loading docks; confirm move hours and whether a certificate of insurance (COI) is required.
- [ ] **Timing:** Pick a date and delivery window; note any hard deadlines (store opening, lease end).

2. 24–48 HOURS BEFORE PICKUP

- [ ] **Empty it:** Remove all product, cash, coin tubes, and the bill stacker.
- [ ] **Unplug refrigerated units 12–24 hours ahead** so they can defrost and drain.
- [ ] **Drain:** Empty and dry the condensate/drip pan; disconnect and cap any water lines.
- [ ] **Secure the inside:** Tape or tie down shelves, spirals, trays, and loose parts.
- [ ] **Electronics:** Disconnect card readers, telemetry, and modems; bag and label cords and keys.
- [ ] **Document:** Photograph the machine from all sides, including the glass front and any existing damage.

3. MOVING DAY

- [ ] **Keep the path clear** from the machine to the truck — furniture, mats, and cords out of the way.
- [ ] **Lock the doors** and hand keys directly to the driver (or keep them yourself).
- [ ] **Walk-through:** Review the machine condition with the crew and sign the pickup paperwork.
- [ ] **Stay upright:** Confirm refrigerated units will travel upright (we do this by default).

4. AFTER DELIVERY

- [ ] **Placement:** Confirm location, clearance for the door to swing open, and a dedicated outlet.
- [ ] **Let it settle before plugging in** refrigerated units — follow the manufacturer's guidance (commonly 4–24 hours).
- [ ] **Inspect** the machine against your before photos and note anything on the delivery receipt.
- [ ] **Level it,** restock, and test the coin mech, bill validator, and card reader.

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Jukeboxes, pinball & arcade · Manufacturers & dealers

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WURLITZER & VINTAGE JUKEBOXES

- [ ] **Photograph** the cabinet, glass, chrome, and bubble tubes before pickup.
- [ ] **Unplug** and let tubes and bulbs cool completely.
- [ ] **Secure the mechanism** (record carousel/CD mech, tone arm) per the manufacturer's instructions; remove loose records or CDs.
- [ ] **Tell us** about any cracked glass, loose trim, or prior repairs.

PINBALL & ARCADE MACHINES

- [ ] **Remove the balls** and any loose hardware from the playfield.
- [ ] **Secure** the lockdown bar and playfield glass.
- [ ] **Backbox & legs:** Let our crew fold/secure the backbox and remove the legs — this is where most damage happens.
- [ ] **Room temp first:** Let the machine warm to room temperature after delivery before powering on.

FOR MANUFACTURERS & DEALERS — INBOUND AND OUTBOUND

OUTBOUND (to your customer)

- [ ] Dock-to-placement delivery, inside and leveled
- [ ] White-glove final mile (schools, hospitals, offices)
- [ ] Multi-site rollouts, 50+ machines
- [ ] Appointment windows & photo proof of delivery

INBOUND (back to you)

- [ ] Returns, trade-ins & lease-end pickups
- [ ] Refurb collection runs from the field
- [ ] Warranty & repair moves
- [ ] Port, terminal & auction pickups

Plus secure storage, staging ahead of install dates, and consolidation to cut partial loads. Send us your lanes and volumes and we'll build a recurring schedule.

Who to call when you need it moved

(866) 216-7742

USA Vending Machine Movers · Mon–Fri, 7am–5pm
usavendingmachinemovers@highvalueproductshipping.com
Quotes: usavendingmachinemovers.com

Have ready: machine make/model · both addresses · stairs/elevator details · preferred date