

# STORAGE QUICK GUIDE

## Instructions to Place a New Order with Piece by Piece Movers | November 2020

To place a new order with Piece by Piece Movers for shipping or storage over the winter term (November 2020–February 2021), please follow these steps:

1. Visit [www.storagemit.com](http://www.storagemit.com)
  - Login to your account from earlier this year, if you have one
    - Simply just create a new order under that same profile and the new updates will be applied to the new order.
  - Sign up for an account if you've never used Piece by Piece Movers
2. Follow the steps:
  - **Step 1:** Enter your student information
  - **Step 2:** Indicate which items you would like put into storage
    - You will need to print labels for all items. You will receive a link to download your labels once your order is complete.
    - Storage prices listed are for the Winter 20–21 term (November 2020–February 2021)
  - **Step 3:** Indicate any insurance you would like to purchase.
    - If you are currently living on-campus and are planning/approved to return to campus housing for the Spring 2021 semester, and you are storing items with Piece by Piece Movers until the start of the Spring 2021 semester, MIT will cover recommended insurance costs in addition to the storage costs.
  - **Step 4:** Complete this section if you would like items shipped to you.
    - You can ship some items, and keep other items in storage. Just be sure to label your boxes appropriately.
  - **Step 5:** Note your present address. (This is the location from which Piece by Piece Movers will pick up your items.)
    - If you are requesting a pick-up from an off-campus address, additional fees will apply.)
    - Don't worry about a preferred service date; MIT will work with Piece by Piece Movers on pick-up arrangements after students have departed campus.
  - **Step 6:** Many students do not yet know where they will be living next semester, and that's OK! You can select "I do not have a housing assignment for next semester."
    - MIT will work with Piece by Piece Movers on delivery arrangements so that, if you are returning to on-campus housing for Spring 2021, your items will be brought to your new housing assignment.



- **Step 7:** If you are currently in on-campus housing and are planning and approved to return to on-campus housing for Spring 2021, you can enter the promo code Spring2021Return for free storage through Spring Semester Move-In.
    - If using this code, MIT will confirm your residential status with Piece by Piece Movers. If your plans change and you do not reside in on-campus housing for the Spring 2021 semester, you will be billed for your storage costs.
  - **Step 8:** Confirm your information and enter your payment information.
  - **Step 9:** Your order is confirmed and you will get a link to download and print your labels.
3. Packing supplies have been delivered to residences. Please speak with your House Operations Manager regarding the location of these items.
- For added security, use a marker to write your name, email, and phone number on all items.
4. Remember, students are responsible for:
- Packing all items;
  - Completing their storage/shipping orders and arrangements;
  - Printing and labeling each box or item that will be picked-up for storage/shipping; **AND**
  - For added security, use a marker to write your name, email, and phone number on all items.
5. Piece by Piece Movers will work with MIT Housing & Residential Services to pick-up items after students have departed campus.