



PACKING TIPS

Proper Packing is the most important thing that you the shipper can do to save time, money, and aggravation! Basically, use common sense when packing. Pack heavier things like books and canned goods in smaller boxes, and pack lighter things in progressively larger boxes. Never make a box heavier than the lady of the house can handle, since she may be the one who ends up moving it around before or after the move.

Don't save all your packing for the last day! Begin packing items not needed well in advance. Packing gets more and more tiresome over a period of time, so it is good to jump start the packing endeavor as much as possible. Disassemble items that need to be taken apart and carefully save any hardware involved. Sometimes lost hardware is virtually *impossible* to replace. Put hardware in a baggie, if it goes with a desk or dresser; tape it inside the drawer where it can be seen. If it goes with a bed, tie the baggie to the bed rails.

Don't pack your toolbox, you may need some of your tools on move day.

Don't pack your checkbook. Things may come up unexpectedly that require check payment. If you are putting your goods in storage, don't pack important papers like passports, driver's licenses, birth certificates, etc.

Thoroughly wrap fragile items individually with paper, bubble wrap or foam wrap depending on the item (newspaper print residue must be hand washed off of all things it touches, dishwasher washing will not take it off). Special care must be taken with small items so as not to lose them in the packing materials. Taping over the wrapping is a good technique to highlight a small item (like the top of a sugar bowl) as not being merely a bunched up piece of paper (use brightly colored tape if available). Also, one should tape several of those small packages together into one. Glassware and china should be wrapped so as not to clatter within the box. Wrap things in bundles, such as silverware. Don't have them loose in the box. Use plenty of paper to line the top, bottom and side of each box. Plates should be individually wrapped and then stood on their side in the box with a cloud of soft stuff underneath- **NEVER lay plates flat**; all the weight would be on the bottom plate, and if the box is set down too strongly the bottom plate could break. Glasses should also be individually wrapped and packed standing up; they're stronger when standing than if laid on their side.

All staples in boxes should be removed so as to safeguard surfaces such as wood floors, counter tops, and furniture where cartons may be stacked prior to pickup and after delivery. Do not interlock box flaps together - always tape bottoms and tops with at least three strips of tape and at least halfway up or down the sides of the box for strength. Remember that taping reinforces the strength of the box, and yet can be easily cut with a blade later when unpacking.