

## How to Pack For Your Move

Below is important information to help you with the packing process. Should you have any questions, please don't hesitate to contact our office.

### Getting started

1. Select an area large enough to handle your biggest cartons. A strong table with a protective cover offers a good work surface. Have your marking pens, tape and scissors nearby. Spread a generous amount of neatly stacked packing paper flat on your table.
2. Use sturdy cartons and/or plastic bins (plastic bags with clothing or any other items will not be moved as we are unable to stack them in the truck properly)
3. Use the proper size cartons for the items you are packing. In general, the heavier the items, the smaller the cartons should be.
4. Pack a couple of cartons a day, starting well ahead of the move. Pack one room at a time; this will make it easier to unpack.
5. Remember, all furniture/file cabinets must be empty prior moving so be sure to incorporate this into your packing plan.
6. Label one side of each carton. Include the room that the items will be going into (or coming from) and the contents. Stack the cartons (label facing out) around the perimeter of each room so the crew has space to maneuver when they arrive to move you.
7. Make sure bottoms of cartons are secured and will hold the weight of the contents.
8. Pack heavier items toward the bottom of the box and lighter items toward the top. Do not exceed 50 pounds per box; it makes moving them a lot easier.
9. Plan to take important personal items with you, such as jewelry, medications, check book, passports/ids, etc. Any furniture items that may have keys such as grandfather clocks, china cabinets, file cabinets, etc. should also be taken with you.

### Carton sizes and what could be packed in each

- **1.5 cube (small)**  
Books, cd's, magazines, photo albums, canned goods, hand tools and other heavy items
- **3 cube (medium)**  
Small lampshades, small kitchen appliances (toasters, coffee maker, can opener or iron), pots and pans, shoes, hats and small breakables, linens, clothing
- **4.5 cube (large)**  
Medium lampshades and small or medium kitchen appliances (upright mixer, wok, etc.), pillows, blankets, clothing
- **6 cube (extra-large)**  
Bedspreads, pillows, large lampshades and other items too large to fit into 4.5-cube cartons

- **Dishpack**  
Dinner place settings, stemware, crystal or glassware, figurines, table lamps, vases, small pictures, small mirrors and glass shelves
- **Flat Screen TV Carton**  
Specially designed carton that provides added protection when transporting a flat screen TV
- **Mirror/Picture Pack**  
Pictures, artwork, glass tabletops, glass shelves, dresser mirrors or other high-value items
- **Wardrobe**  
For hanging clothes, floor-to-ceiling drapes, artificial plants
- **Lamp Carton**  
Pole lamps, golf clubs, fishing rods, rifles or shotguns
- **Paper** -This is the paper you use to pack everything. It is like newspaper but without the ink.

## **Below are a few How To's**

### **How to pack Electronics:**

All electronics should be turned off, unplugged, and, ideally, wires labeled (so it is easier for you to reassemble at your new home) TV's should be taken off the mounting so the crew can pack them in the special TV boxes. When packing your own electronics, it is best to use the manufacturers packaging, if available; if not, be sure to use plenty of paper on the bottom, top, and sides of the carton.

### **How to Pack Dishware:**

1. Line the bottom of your dish pack with crumpled packing paper.
2. At your work table, on your stack of packing paper, center a single plate. Grasp a corner of several sheets at once and pull the paper over the plate until the plate is completely covered.
3. Stack a second plate on the first and, moving clockwise, grasp another corner of several sheets and pull them over the second plate. Stack a third plate. Grasp the remaining two corners and fold using two sheets, one corner at a time, over the plate.
4. Turn the wrapped stack of three plates upside down onto your paper. Re-wrap the entire bundle. Start with one corner of packing paper and pull two sheets over the bundle; cover the bundle again by pulling on the next corner, then the third corner, then the fourth. For non-fragile plates, you can pack five or six to a bundle.
5. Seal the bundle with packing tape and place it in the box so the plates are standing on edge.

### **How to pack cups and bowls:**

1. Position a single cup, bottom down, six to eight inches from one corner of your packing paper. Pull the nearest corner of the paper up and over the cup.
2. Nest a second cup inside the first cup, with the paper between the two.
3. Pull the two side corners up and over, one at a time, and tuck them inside the second cup.
4. Hold the two cups together and roll them to the remaining corner. Place cups in a vertical position, lips down, near the top of the box. Do not stack heavy items on top of the cups.

Wrap delicate cups, like china, one at a time. Stuff antique glass and other china pieces with crumpled tissue and wrap them individually as well.

### **How to pack Glasses and stemware:**

1. Before wrapping, stuff glassware and stemware with crumpled tissue or packing paper.
2. Lay the item on the corner of the packing paper and roll it one or two full rotations (depending on size). Pull the sides of the packing paper up and over the item and continue rolling to the far corner. You may use corrugated paper if you want added protection.
3. Place glasses and stemware toward the top of the box. (Place heavier items—dishware, pitchers, etc.—toward the bottom.) Position glasses vertically with lips down—never on their sides. As you pack each layer of a box, use crumpled packing paper for a snug fit with no gaps. Mark boxes Fragile.

### **How to pack Books:**

Pack on edge in small cartons (1.5 cube) and alternate the orientation of bindings. Keep carton weight under 50 pounds.

### **How to pack couch cushions:**

Throw pillows should be packed into a box; however, the actual couch cushions can remain on, as they will be shrink-wrapped to the couch on move day.

### **How to pack garden tools:**

Bundle together with twine or tape so they are easier to move; or place a bundle into one of your garbage pails. Be sure the tools and the garbage pail are clean, as we will wrap the bundles of tools with moving pads before placing them into the truck.

**Please feel free to contact us if you have any questions as to how to pack an item. Also, be sure to watch our Moving Process Video.**

### **QUICK UNPACKING TIP:**

Please be sure when you are unpacking to remove ALL paper and unroll/flatten each piece to be sure nothing is left inside the paper. Items such as lamps and o other small items are often wrapped /rolled/ stuffed in paper.