

Packing Supplies and Tips

Moving Supplies and dimensions:

Type of Box	Dimension
Book	17x12.5x12.5
Linen	20x18x13
File	22.5x20x8
Utility	24x20x8
China	18x18x28
Picture	44x3.5x29
Television	28x26x2
Wardrobe	47x24x22
Mattress	
White paper	
Tape	
Bubble wrap	
Pads	
Custom made crates	
Other	

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Packing Tips & Suggestions

The process of relocating can be a stressful one with major changes in your life and that of your families. Here is a list of things for you to consider when planning your move.

Packing Suggestions

Basic Guidelines:

Label each box with your name and the room # it will go to, i.e., living room- #1, kitchen- #2, master bedroom- #3, kids room- #4, kids room- #5, etc. At your destination, hang a sign over the door of each room with its corresponding number. The movers will then know what room to take the boxes to. Make sure you explain this to them at the destination and that they follow this method to make it easier for you to unpack when the time comes.

Use sturdy boxes, preferably those provided by your mover.

When packing breakables, leave a 2-4 inch layer of crumpled paper at the bottom, sides and top of the box.

When packing a box, place heavier items on the bottom, less heavy and lightest on top.

China and Glassware:

Use china boxes, and unprinted newspaper.

Plates and saucers: Wrap each piece separately in unprinted newspaper. Place them in the box standing on edge in the box.

Bowls: wrap individually, stack 4-2 together, wrap all again and place then standing on edge in the box.

Cups and Glassware: Wrap cup handles in paper, then wrap entire cup. Place them in box with all handles pointing in the same direction. Wrap everyday glasses individually.

Stemware: Use white packing paper. Use china or liquor box with dividers. Wrap each glass individually, stand on rim in box.

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OTHER ITEMS:

Pots and Pans: Use china boxes; stack them together with a few pieces of paper in between them. Fill all empty spaces with newspaper.

Books: pack books standing on bottom edge in book boxes.

Clothing: Wardrobe boxes can be used for handling clothing. Other clothing, blankets and linens can be folded and packed in linen boxes. We recommend emptying all dressers and chests as the added weight can make them difficult to move susceptible to damage.

Lamps and Lampshades: Remove shades and bulbs. Wrap lamps in layers of paper and place in box on base. Wrap lampshades lightly in paper, nest one inside the other, and pack in separate box.

Electronic Equipment: Wrap these items heavily in bubble wrap and place in box (ideally in the original boxes). Place bubble wrap at bottom and sides to prevent movement.

Paintings, Mirrors, and Glass: Use picture boxes and bubble wrap. Valuable pieces may need to be professionally crated.

Points to remember:

When do I need to call to set up an appointment for moving?

When you know your final moving date, call your moving company to schedule packing of special items and pickup. They will send an agent ahead of time to give you an estimate.

Do you have access to elevators or are there stairs involved in your origin or destination?

This will affect the estimate that your shipping representative will give you. It is important that they are made fully aware of the buildings that movers will be working in. If not, you may find additional costs added to the estimate given.

What is a shuttle truck?

If there are parking restrictions at your origin or destination, a shuttle truck may be used where a tractor-trailer cannot be used. The shuttle truck will travel between the tractor trailer or storage and the home to pickup or deliver the contents. It is advised that you check in advance with the local authorities and building managers. This will enable your shipping

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company representative to make notes of parking restrictions etc. that may be in operation at your origin and destination and determine if a shuttle truck is required.

Do you require a Certificate of Insurance?

Some buildings require certificates; therefore it is important that you contact the building's management company at your origin and/or destination to find out if you need one. You will then contact your shipping representative with the information.

I need something to be disassembled and re-assembled:

Most shipping companies offer this type of service. Please speak to your shipping representative for additional information.

I may need packing materials.

If you require moving materials, please order in advance. You may also get your own boxes from other sources available to you.

I think I may need extra Insurance.

Ask your shipping representative what type of coverage plans they offer.

Communication with your shipping company is important at all times. Make sure they stay aware of any changes in dates and times, and that they are aware of when you will be arriving at your destination and ready to accept your household goods. If required, temporary storage at your origin or destination may need to be arranged for if your arrival at your new home will be delayed.

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