



## Packing Advice

### For customers undertaking their own packing

- **Use uniform boxes**  
It is best to stick to using a couple of size boxes, three at most. This will make stacking a removal van or storage area much easier, since similar size boxes can be stacked on top of one another.
- **Correct size boxes**  
Use the correct box for the correct contents. There are different size boxes for a reason. It is important not to make boxes too heavy. If **you** struggle to move a box, the chances are our removal team will struggle to lift it. Books, records and other heavier items should be packed into smaller boxes. Large boxes should be used predominantly for large kitchenware, soft furnishings and lighter bulkier items. Please use common sense.
- **Everything that can go in a box, in a box**  
If you are packing up a property in preparation for a move, it is a good idea to pack everything you possibly can into boxes. This sounds obvious but it is amazing what people forget to pack. Lamp shades, VCR's and music equipment and under stairs/cupboard contents are most commonly forgotten. Basically if it is small enough to put in a box, pack it. This will make the move run much more efficiently, simplify the stacking process and speed up the job. It also gives you the chance to properly protect these items whilst packing.
- **Do not stack boxes over the fold line of the flaps**  
If boxes are over loaded, it makes it difficult to close the top of the box to make a flat surface. This hinders stacking and is more likely to lead to damage.
- **Seal all boxes with tape**  
Every box should be sealed at the top and bottom with a couple of strips of parcel tape along the central length of the box. Please do not be tempted to fold each flap on top of the one before it in a criss-cross fashion. Boxes can collapse this way. Fold each set of opposite flaps together and seal with parcel tape.
- **Label all your boxes**  
Label each and every box ideally with a marker pen. Write down the 1). The room name 2). A brief summary of the contents 3). If necessary the cupboard, shelf or drawer they have come from. 4). Also label whether the contents are \*FRAGILE\*. This will let our removal team know not to stack anything heavy on top. 5). If boxes are going to multiple destinations, please consistently label this. i.e. "S" for storage.
- **Label on the side also**  
If you are putting boxes into storage or stacking them within a property, and will need to get to certain contents, it may be worth labelling boxes on the side as well as on the top of the box. This

will enable you to know what is in them without un-stacking them.

- **Use original boxes**

If you still have the original box for a product, then it is often recommended to use it, especially if for a TV where you have the original polystyrene protection specifically designed for it. Where you do not have original product packing boxes, this does not matter at all. Televisions and the like can still be professionally moved and protected by us.

**PLEASE DO NOT:**

- **Label boxes with a number and nothing else**

Do not be tempted to label boxes with merely a number that is linked to a written list or inventory with numbers against contents. During a substantial unload, this can lead you to have to look up every number on a list before being able to direct the removal team to the correct room with an individual box. This can seriously slow down and impede the unloading process.

- **Pack opened tins of paint**

We are not insured for any damage caused by paint spillage from previously opened tins of paint.

- **Use fruit boxes**

- **Use wine boxes** (other than for wine)

- **Miscellaneous sized boxes from a supermarket**

- **Boxes that are at old or damp**

**OTHER SPECIFIC PACKING ADVICE**

- **Minimise the items that you leave unpacked**

A lot of people like to leave out a couple of plates, a couple of mugs, a couple of each item of crockery and so on. This can often result in another hours work packing up final bits on the day. It is amazing what you can do without for one night only if you really want to.

- **Chinaware:** Please wrap all china and glassware individually in paper and use extra paper around the edges of the boxes. With plates it is better to place them in the box on their side (i.e. vertically) as opposed to flat. Packing plates flat can result in the bottom plate cracking under the weight of the others.

- **Small Pictures:** As with plates, please pack these in paper and place vertically. Leave larger pictures and mirrors for us to deal with.

- **Books:** Please pack books flat (i.e. horizontally) as opposed to on their spines.

- **Pot plants:** With small plants, if you can fit them in a box, please do so.

