

HOW TO PACK A BOX

- 1 Assemble the box, and secure the bottom seam with tape. For added reinforcement, strap the bottom of the box by applying tape perpendicular to the main seam.
- 2 Pad the bottom with enough crumpled paper to form a cushion—if you press down on the paper, you should not be able to feel the bottom of the box.
- 3 Stuff extra paper into corners, since they will take the brunt of the impact if a box is dropped.
- 4 Wrap each item in paper, then put it in the box, leaving enough room on the sides and top for more paper padding.
- 5 Don't "underfill" boxes, or they will collapse when stacked. Small gaps can be stuffed with paper, a towel, or clothing.
- 6 Tape the box shut and label it with your name, the room it belongs in, and general contents. Label the side of each carton rather than the top so that labels are visible when boxes are stacked.

TIPS FOR SUCCESSFUL PACKING

- ☐ If you are using professional movers, let them pack the fragile items, since companies are usually liable only for things they pack themselves.
- ☐ Pack one room at a time.
- ☐ Avoid mixing things from different rooms in the same box; it will make unpacking more time consuming.
- ☐ Pack clothing and linens in suitcases.
- ☐ Wrap small items that can be easily lost in brightly colored tissue paper before placing them in boxes.
- ☐ Clearly label each box with your name, its general contents, an arrow indicating which side is up, "Fragile" if contents are breakable, and which room each box belongs in. Refrain from noting anything valuable, such as silver, on the outside of a box.
- ☐ Have area rugs professionally cleaned before your move. They will return from the cleaners rolled, wrapped, and ready for shipping.
- ☐ Assigning color codes to labels and corresponding rooms or family members can make unpacking quicker.
- ☐ Use small boxes for heavy items, large boxes for light ones, and medium boxes for everything in between. Heavier items should be placed at the bottom, lighter ones on top. A good rule of thumb is that if you can't pick up a box with ease, it's too heavy.
- ☐ When disassembling furniture, put hardware in a plastic bag and affix it to the corresponding piece (however, do not apply tape or any adhesives directly to polished or painted wood surfaces).
- ☐ Never pack flammables or combustibles.