

HELPFUL PACKING GUIDE

This guide is to assist you with the packing of your smaller items into cartons. There are a few golden rules when packing...

- If your goods can fit in a carton, put them into a carton.
- Do not overload your cartons and make sure they can be comfortably be carried by one person with a maximum weight of 25kgs per carton
- Distribute weight evenly and ensure that heavy items are packed at the bottom. Make sure cartons are packed tightly to prevent movement of contents during transit and to avoid crushing.

This allows for much more efficient handling and secure loading of your cartons into a removal truck or container.

Choosing the right size carton to pack your goods into is also very important. Following is our recommendations of the size carton you should pack your goods into...

SMALL CARTONS	MEDIUM CARTONS	LARGE CARTONS
Books, Files, Tools, CDs, DVDs, Shoes, Toiletries, Food, Ornaments, China	Kitchenware, China, Crystal, Glassware, Cutlery, Toys, Games, Bedding, Linen, Clothing	Bedding, Plastic ware, Clothing, Computers, Electrical Appliances, Toys, Sporting Equipment

Use strong clean corrugated cartons, preferably of a uniform size to make loading easier. Cartons stored in a garage or a basement can be compromised by humidity and lose their strength and may collapse when stacked. Use plain newsprint paper to wrap and protect your items, do not use newspaper as this can leave ink marks on your goods.

- Before placing items inside a carton ensure all edges have been securely taped.
- Line the bottom of the carton with adequate cushioning, either with a layer of crumpled paper or bubble wrap.
- Wrap crockery and glassware individually with paper. Stack upright in the carton with items of the same or similar size. Do not lie flat as they are much stronger when placed upright.
- Wrap wine glasses individually with plenty of paper in the glass and around the stem.
- Wrap cutlery and kitchen utensils in bundles with 2 – 3 layers of paper.
- Wrap pots and pans with newsprint to stop scratching.
- Pack items in layers, with a cushioning layer between each layer of content.
- Bedding, linen, pillows can be used as added protection when loading cartons.
- Do not pack flammables, aerosols, paints, oils, ammunition and explosives
- Once a carton is packed then tape all edges securely.
- Mark each carton with a basic description of the contents and if applicable, what room it belongs to, and package number. If you are moving overseas you should make a separate list of the contents as this will be required by overseas Customs.

Try not to leave packing until the last minute. Where possible start packing 2 – 3 weeks before the move and pack a few cartons each night, leaving your most used items to last.

And remember we have cartons and packing material available for sale and we can also provide you with a competitive quote for our professional packing services.