

## **Packing Tips**

### **Protect the Contents**

The most common error made in packing is failing to properly protect the contents within the packing container. When this happens, shocks received on the outside of the carton can pass through to the contents, causing damage. You should consider the following suggestions when packing your boxes for shipping and storage:

- Use the original boxes to pack computers and other electronics. They are the correct size and the original packing materials, if kept, will help ensure the safety of the contents.
- Use bubble wrap to pack fragile items such as picture frames, mugs, alarm clocks, etc.
- Make certain that items in the boxes are secure enough so that they cannot move around inside. Use clothing, towels, blankets, or crumpled newspaper to fill open spaces.

### **Watch What You Pack**

There are some things you should not ship or store, because we do not insure them against loss or damage:

- Jewelry, coins, cash, and collectables.
- Items of intangible value.

### **Distribute the Weight**

To avoid over-stressing the boxes, we suggest that you separate your heavy items into multiple boxes. This will prevent breaking boxes and breaking backs.

Consider the following:

- Please pack books in the box marked books.
- Boxes weighing in excess of 70 pounds cost you extra to store. Thoughtful packing will reduce the risk of damage and save you money and our backs.

### **Secure and Seal Your Items**

Boxes:

In constructing and sealing your boxes, pay close attention to the quality of the closure. We suggest the use of 2-3 inch wide pressure sensitive plastic tape. You will need three strips of tape for both the top and the bottom of the box. Do not use masking tape or duct tape.

You can obtain quality packing tape at one of our packing stations.

**Carpets & Rugs:**

Make sure your carpets and rugs are rolled tightly, secured with tape along three points, and covered in plastic to keep them free from dust.

**File Cabinets & Desks:**

Be sure to tape all drawers closed, and cover the finished surfaces with plastic or cardboard to prevent minor scratches during handling. Store any loose hardware in one of your boxes.

**Shelves:**

Separate the shelves from the frame, and tape them together tightly. Store any loose hardware in one of your boxes.

**Futons:**

Cover the mattress with plastic.

**Refrigerators:**

Unplug your fridge **TWO DAYS** before move out. Make sure your fridge is completely defrosted and dry at the time of pickup. Secure loose items inside of the fridge. Tape the door shut. Bundle and tape the power cord to the back of the fridge, behind the cooling coils so it is not "dangling" on the ground.

**Trunks and Luggage:**

Make sure that these items are locked or securely taped to prevent the contents from spilling during handling.

In case the exterior label is accidentally moved or destroyed, place a sheet of paper with your name and delivery address inside the box.

**If you are using your own boxes, be sure any old addresses and markings are crossed out.**