



## Advice and tips for customers who are self-packing.

It is not always clear which boxes to use for your household items so please follow our advice. Some of these tips may seem obvious but we hope it helps you and us.....

1. Always tape the bottom of the box before the top and make sure when you turn the box over that the writing and the arrows are the right way up.
2. Turn the small flaps in first and then turn the longer ones on top, tape lengthways along the split and then tape across the box twice, once at each end, making sure the tape goes approx. 10cms over the sides of the box.
3. If possible, keep all boxes for each room together. Clearly mark the on boxes either on the tape or the house template with which room they are to go to in your new home and what they contain.
4. Smaller, heavy items should be placed in **small cartons**, i.e., books, CDs, DVDs, records, tinned foods, kitchen china and glass.
5. Ornaments, clocks, pictures, toys, clothing, etc can be placed in **larger cartons**. Bedding can also be put into larger boxes although strong black bags are sometimes just as easy.
6. When packing china plates, they must be packed **on their edge and not flat**. Put padding on the bottom of the box, i.e., screwed up paper, then a layer of china, more screwed up paper then another layer of china, until the box is nearly full. Place a final layer of soft paper on top. Seal the box and either mark as **fragile** or, if possible, use fragile tape.
7. It may sound obvious but pack heavier items on the bottom of the box and lighter items on top.
8. **Always** fill boxes to the top as they will be stronger for stacking or use rough paper/cushions/bedding/soft toys to fill any gaps at the top of the boxes.
9. **Lamps**. The secret to packing lamps successfully is to dismantle them down into three separate parts. Take the bulb out and wrap it in paper. Unscrew the brass/plastic ring and wrap all three parts separately leaving the lampshade at the top of the box using soft furnishings to protect them.
10. Keep all hazardous materials, such as paint, bleach, and aerosols, in a separate box and label accordingly.
11. Remember to check all **lids** on any containers/bottles/tins are sealed tightly and stood upright in the box to avoid spillages.
12. Pack important, personal documentation together, such as birth/marriage certificates, passports, or medication. You may choose to keep this box with you on the removal day.
13. Please remember you are **not covered** under our Terms and Conditions for removal or storage of jewellery, watches, trinkets, precious stones or metals, money, deeds, securities, stamps, coins, or goods or collections of any similar kind.

### **Other tips.....**

1. When **unpacking** cut the tape with a knife, try not to rip it off. The boxes can then be used again and again! (We collect all the packing material from you once you have finished unpacking).
2. Light items, i.e., clothing/bedding, can be left in chests of drawers. There is no need to remove and pack these items.
3. If you have freestanding wardrobes, we will remove your clothing on to hanging rails on the removal day and they will be put back in your wardrobes at the other end.
4. If you have no freestanding or built in wardrobes at your new home, we can provide you with temporary wardrobe cartons.
5. Remember to empty your fridge! Items in the freezer may be left in-situ for the removal.
6. Remember, if you are running out of time and need some assistance with your packing, please let us know. As well as a full or breakables packing service, we offer flexible packing services, i.e., kitchen only. We can also provide packers for an hourly rate.
7. If you have any questions or worries about packing, please give us a call!

***If it fits in a box, put it in a box!***

### **Additional advice for storage customers**

1. Please ensure all items are clean and dry when being placed in boxes for storage. Items must not be placed in boxes when wet or damp.
2. Please do not put foodstuffs/perishable items in boxes as the smallest amount will attract vermin.
3. Please think about what items you will need to keep with you when your goods are in storage, i.e., passports, birth/marriage certificates, documents relating to house purchase/sale etc.
4. We are unable to store hazardous goods of any nature, i.e., aerosols, paints, gas bottles, firearms, and ammunition.
5. Remember to empty refrigerators and empty and properly defrost and clean your freezer.
6. Please remember we are unable to remove plants into storage.