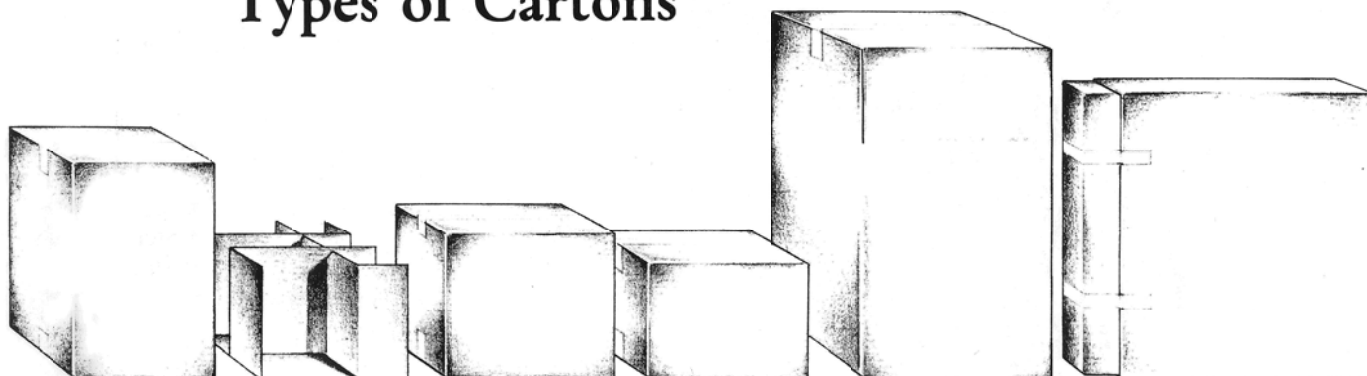


How to Pack Professionally

Types of Cartons



Dish-Packs

(5.2 cu. ft.)

These are "extra thick walled" cartons specifically designed for dishes, glasses and other fragile items.

Cell-Packs

Optional separators for china or glassware with individual compartments for the items being packed.

Large (4.5 or 6.0 cu. ft.)

Very light, bulky articles, such as pillows, comforters, lamp shades.

Medium (3.0

cu. ft.) Non-fragile and moderately heavy items, such as pots, pans, games, folded clothing, misc.

Book (1.5 cu.

ft.) Smaller cartons designed for very heavy items, such as books, records and canned goods.

Wardrobe Cartons

Equipped with metal bar so that clothes may hang naturally.

Mirror or Picture Cartons

Narrow cartons which adjust in length and width to accommodate different sized mirrors, pictures and other fragile, flat items.

Packing Specific Items

Plates, Saucers, Flat China: Wrap individually and then bundle three or four together. *Stand on end in carton. Never lay flat.* Use the larger items as the bottom layer and place crumpled paper as cushioning between each layer.

Bowls: Odd-shaped items and bowls, individually wrapped, should constitute the upper layers. Place *on edge* in carton with bottom facing up.

Cups and Glasses: Like bowls, cups and glasses should go on top, *rim down* and individually wrapped.

Glassware and Crystal: Always individually wrap as top layer. *Never put one piece inside another.* If items are particularly fragile, pack first in smaller carton, then in large one with cushioning all around.

Books: Pack upright with open edges and bound ends alternating. If any have fragile covers, wrap in paper.

Clothing: Hanging items should go into wardrobe cartons. Clothing may stay in dressers if dressers are sturdy. All other folded clothing should be packed in medium (3.0 cu. ft.) cartons.

Food: Boxed dry food should be packed in medium (3.0 cu. ft.) cartons with openings taped shut to prevent spillage. Jars or canned goods should be packed in book (1.5 cu. ft.) cartons with all jars wrapped and cushioned. *Never pack or move perishable or frozen food.*

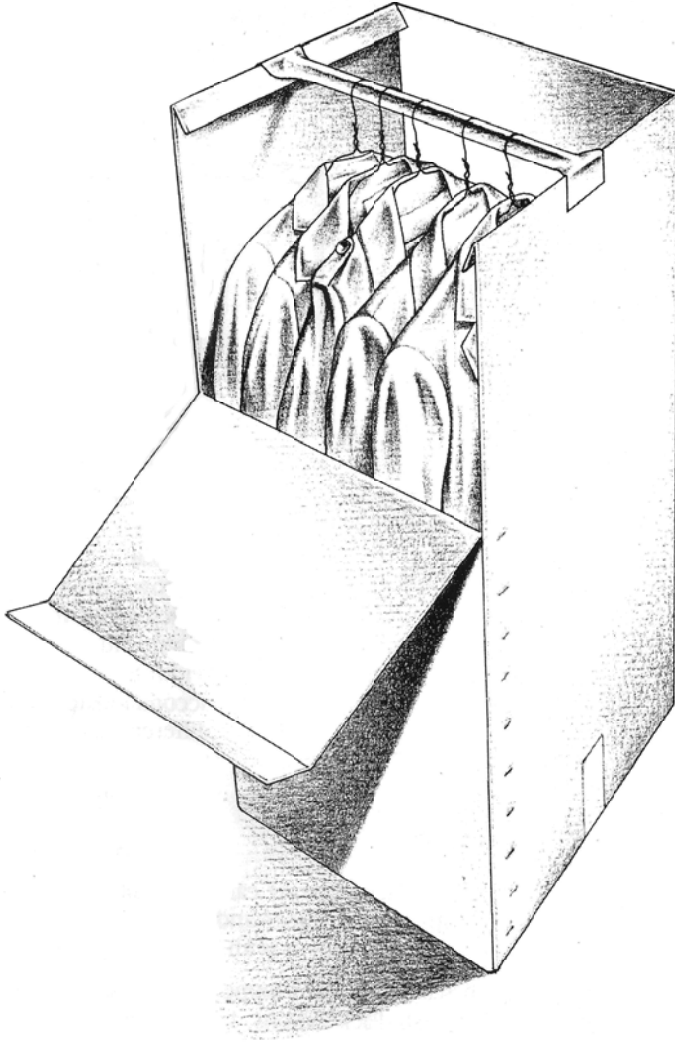
Hats: If in hat box, pack in larger carton. If not, loosely stuff with crushed paper and pack in smallest carton either alone or with other hats.

Lamps: Lamp bases should be wrapped, cushioned and packed in Dish-Pack cartons. Lampshades should be packed singly in appropriate sized carton. Be careful not to put too much paper in lampshade carton as they dent easily. Cushion loosely.

Flowers: Dry flowers should be packed alone in appropriate sized carton loosely cushioned with paper. Live plants will probably not survive on a long distance move and mover cannot accept responsibility.

Stereos, Radios, etc.: Components and small electronics should be well wrapped and cushioned in either medium (3.0 cu. ft.) or large (4.5 cu. ft.) cartons. Large console stereo and televisions should not be packed. They will be padded by driver and moved as furniture.

Mirrors, Marble Tops, Glass Tops, Pictures: All mirrors, pictures, marble or glass tops should be packed in picture-mirror cartons, unless they are very small. The small items may be wrapped and packed in dish-pack cartons *on edge*. Very large marble or glass tops should be *crated* by professional packers. Their weight makes them impractical to be moved by carton.



Items Not to Pack

Remember that all of your possessions are being loaded into the van and, *by law, movers may not accept hazardous materials for shipment.* Restricted items include:

- Paints, thinners, oils and varnishes
- Ammunition and firearms
- Bottled gas, propane, etc.
- Lamp oil
- All flammables, explosives and corrosives
- Motor fuels and oils
- Nail polish remover
- Bleach
- Sterno
- All aerosol cans
- Matches

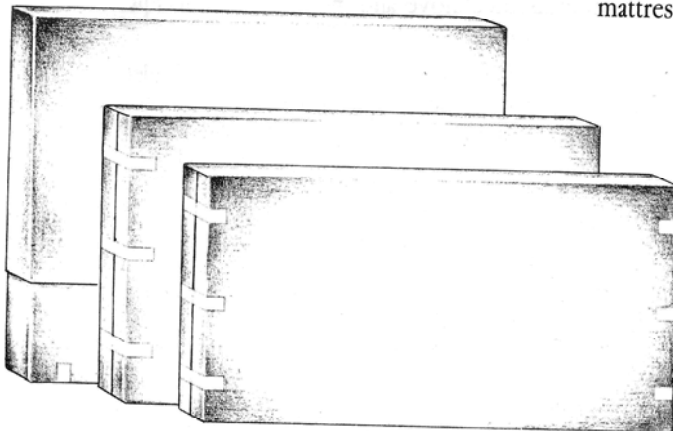
Extraordinary Value items

All stocks, bonds, currency, jewelry, furs, stamps, coins, securities, negotiables, insurance policies and valuable papers should not be packed for transit in the van. Either transport these items yourself or make arrangements with your banker for their transfer.

Packing Checklist

- Use cartons of adequate size and strength.
- Cushion bottom of carton and between layers when packing fragile items.
- Wrap all fragile items individually.
- Pack heavier items in lower layers, lighter items in upper layers.
- Paper cushioning absorbs shock. Be generous.
- Loose packing creates damage. Make sure items are firmly packed.
- Do not overfill carton. Top should close easily without bulging.
- Use "PVC" or "strapping tape" to guard against carton bursting open in transit.

**Mattress
Cartons** Sized
for various
mattresses.



Labeling

Use a heavy marking pen for easy reading. On carton top, list major items such as "GOOD CHINA" or "CRYSTAL." On carton side near the top, mark which room carton goes into. If carton contains fragile items, mark "FRAGILE" on all four sides. On cartons containing fragile items or liquids, mark "THIS END UP" on carton top and put arrows pointing up on all four sides.