

Organized Moving Guide

If you're planning a household move, you'll appreciate our helpful guide for packing efficiently, protecting your belongings and enjoying an organized, stress-free move.

Moving Day Countdown

Two Months Before You Move

- Sort through your possessions and decide what items you no longer need. It's best to donate or discard those items before the move.
- Have your antiques, fine art and other valuables appraised for insurance purposes.
- Request estimates from professional movers or truck rental companies.
- Start a file of paperwork related to the move (contacts, receipts, estimates).
- Make any necessary travel arrangements (hotels, airfare, etc.).
- Notify the U.S. Postal Service, publications, creditors, banks and others of your change of address.

One Month Before You Move

- Contact the utility companies at both your new home and your current home to set up/cancel service.
- Designate an out-of-the-way area in your home as a holding area for packed items.
- Begin packing nonessential items.
- Consult with your insurance agent to determine how your property is insured while it is in transit.
- Make your reservation with the moving company.

Two to Three Weeks Before You Move

- Continue packing.
- Have a moving sale.
- Arrange for local charities to pick up unwanted items (be sure to get a receipt for tax purposes).
- Return any borrowed items and retrieve anything you've loaned to friends or neighbors.
- Make arrangements to have school, medical, dental and veterinary records transferred.

One Week Before You Move

- Continue packing.
- Confirm your reservation with the moving company.
- Place items you plan to move yourself in a separate area to avoid confusion.
- Pack a suitcase with clothing, toiletries, medications, first aid kit, etc., for the first night in your new home.
- Set aside a box for essential items like toilet paper, paper towels, trash bags, etc., that will be needed immediately after you move in.
- Disconnect, defrost and prepare any appliances that will be moved.
- Drain lawn equipment and power tools of gas and oil and drain garden hoses of water.

Moving Day

- Make sure that you or your representative is present at your old residence to answer the mover's questions.
- Read the bill of lading prepared by your mover carefully before signing it.
- Check your possessions as they are brought into your new home, noting any damage.
- Expect to pay your mover with cash, a certified check or a traveler's check, unless you have previously negotiated another arrangement.

Moving Tips

- Start packing in an area of your home that is not often used — an attic, basement or garage is a great place to start. Set up a folding table to hold the box you are packing at a comfortable height.
- Pack heavier items at the bottom of the box; more delicate items should be packed closer to the top.
- Keep the weight of each box under 50 pounds. If you can't easily lift the box, it's too heavy!
- Avoid mixing items from different rooms in the same box whenever possible.
- Wrap fragile items separately before placing them in a box with other wrapped items.
- Liberally use a cushioning material like bubble wrap, packing paper or pellets to fill in open spaces between items to minimize breakage. You can recycle these items once you've unpacked.
- Always line the bottom of the box with additional cushioning and add a layer to the top before sealing the box.
- Secure all seams with 2" box tape. Masking tape or duct tape is not recommended. For heavier boxes, wrap tape around the box twice for added support.
- Label all of your boxes with the contents and the room it belongs in. Mark the top and one side of the box so the contents are quickly identifiable. Clearly label which boxes should be unpacked first. Use a permanent marker in a dark color.
- Boxes containing delicate and breakable items should also be labeled with fragile stickers — place one on top and two on the sides.
- Apply labels to an inconspicuous area (the back or bottom) of furniture and accessories to avoid marring surfaces.
- Color-code or clearly label the different rooms of your home to save time when sorting boxes once you arrive.

Moving Essentials

- Use **Small Moving Boxes** for heavier household items such as books, periodicals, CDs and photo albums.
- Use **Medium Moving Boxes** for mid-weight items like cookware, small appliances and decorative accessories.
- Use **Large Moving Boxes** for bigger, lightweight items like linens, pillows and shoes — don't be tempted to load up a large box with heavier items...you won't be able to lift it!
- You'll need several rolls of **2" box tape**, a **tape dispenser** (or two) and plenty of cushioning materials like bubble wrap, packing pellets and foam.
- You can use newspaper to wrap and protect delicates, but it can leave ink smudges. Use it to cushion items that are already protected. Unprinted **packing tissue** is a favorite of professional movers and keeps items clean.
- Don't forget **scissors**, a **box cutter**, labels and several **permanent markers**.
- For delicate and oddly shaped items, you'll need Specialty Corrugated Boxes for safely moving things like lamps, dishware and framed artwork.

It's always better to have more packing materials on hand rather than not enough, so you don't have to make any last-minute trips for more supplies. Below are some general guidelines for the boxes needed to pack an average home...you may need more or less, depending on the contents of your home.

	Small Moving Box 16 $\frac{3}{8}$ " x 12 $\frac{5}{8}$ " x 12 $\frac{5}{8}$ "	Medium Moving Box 18 $\frac{1}{8}$ " x 18" x 16"	Large Moving Box 24" x 18" x 18"	Dish Barrel and Dividers	Stand-Up Wardrobe and Bar
Dining Room	3	2	1	2	
Living Room	5	6	2		
Kitchen	3	4	2	2	
Bedroom (ea.)	3	4	3		2
Bathroom (ea.)	4	2	1		
Garage/Storage	2	4	2		
TOTAL	20	22	11	4	2

- One roll of Large Bubble Wrap
- One roll of Mini Bubble Wrap
- One 12 cu. ft. bag of Pellets
- Five to six rolls of tape
- One (or more) Permanent Markers

Create a Custom Box

Cutting a Box Down to Size

You can quickly and easily adjust the depth of any corrugated box.

1. Choose a box that has the proper width and length to accommodate the item(s) being packed. Lay the box flat. Using a straight edge, draw a line parallel to the current scored line at the top of the new desired depth (see Figure 1). Using a blunt object like the head of a key or a coin, trace over the new line with enough pressure to crease the box without tearing it. Flip the box over and repeat the procedure.
2. Open the box and tape the bottom closed. With a carton cutter or utility knife, cut the box in each of the four corners. Start at the new score you made and continue up to the existing slot in the box (Figure 2).
3. Fold each of the four flaps outward at the new score to “break” the flaps along the new depth. Your box is now ready to pack. To close the box, simply fold the flaps inward on the new score you made. The flaps will fold over each other on the top of the box when closed.

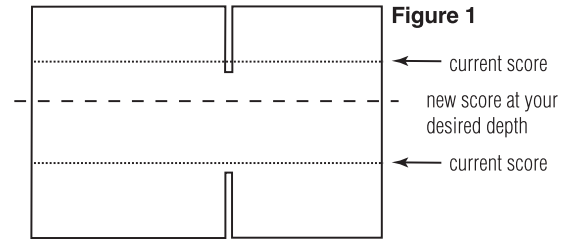


Figure 1

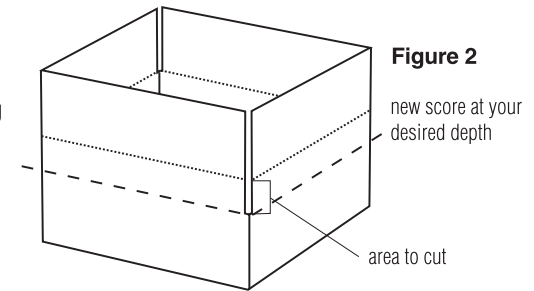
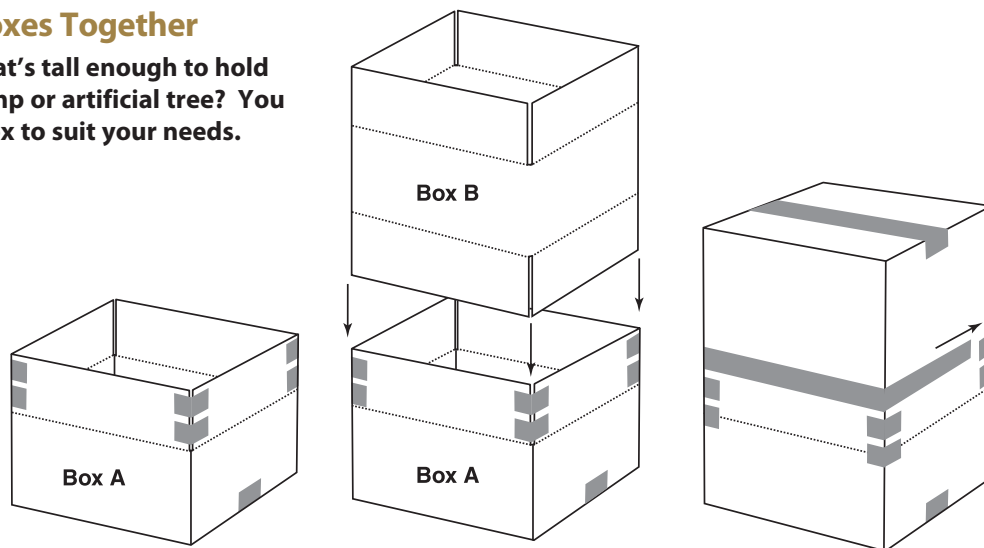


Figure 2

Putting Two Boxes Together

Can't find a box that's tall enough to hold a sculpture, tall lamp or artificial tree? You can customize a box to suit your needs.



1. Choose two boxes that have the proper width and length to accommodate the item(s) being packed. The boxes you choose should also be at least half as tall as the height you require. Be sure to allow room for appropriate packing materials.
2. Open the first box (Box A) and tape the bottom closed. Stand up the top flaps of Box A and tape them together in an upright position.
3. Load the packing materials and the item(s) into Box A.
4. Open the second box (Box B) and slip it over the item(s) being packed. Secure the bottom flaps of Box B to the upright flaps of Box A with a generous amount of tape.
5. Finish filling the newly extended box with packing materials.
6. Tape the top of the box closed.

Tips for Packing Fragile Items

Dishes, Glasses, Stemware, Decorative Accessories, and Collectibles

- Start with a layer of packing material such as bubble wrap, packing pellets or polyethylene foam at the bottom of the box.
- Begin packing the box with the heaviest items, then proceed with lighter items as you fill the box.
- Wrap plates, bowls, and serving pieces separately in packing tissue. Wrap especially delicate articles in bubble wrap. Dish Packing Boxes are specifically designed to protect your fragile dishes and make packing easier.
- Wrap glasses and stemware individually in packing tissue or bubble wrap. To ensure that the wrapping stays in place, secure it with a small strip of tape. Glasses and stemware are most adequately protected from damage when they are packed in boxes that are divided into individual cells.
- Fill any empty space with pellets to prevent the contents from shifting and to keep the box firm.
- Wrap decorative accessories and collectibles as you would glasses and stemware.
- Pack particularly delicate, costly, or cherished items in smaller separate boxes before adding them to the large moving carton.
- Add a final layer of packing material to the top of the box just before you seal it to prevent the contents from shifting and to keep the box firm.
- Label the boxes with fragile labels along with the area of the house and its contents, for example: Kitchen – Dishes, Living Room – Porcelain Figurines.

Computers and Electronics

- Repack computer components and electronics such as amplifiers, cassette players, CD players, video players, and turntables in their original boxes. If these boxes are not available, choose a box that's slightly larger than the component being packed to allow sufficient room for adequate Packing materials. Components should be packed individually.
- Back up all files and remove disks from the computer before packing.
- Remove all media from the units before they are packed. Secure the arm of your turntable. Lock the laser of the CD player.
- Label the wires, cords, and jacks of your components to make re-connecting your system quick and easy.
- Label the boxes with Fragile Labels and with the area of the house and contents (e.g. Den – VCR; Office – Computer Monitor).

Mirrors, Pictures, and Framed Art

- Apply a star pattern of masking tape to the glass front of framed pieces to prevent shifting of the glass in the event it breaks in transit.
- Group thinner pieces together separating them with layers of bubble wrap or polyethylene foam.
- Pack individual pieces or groups into adjustable mirror boxes surrounded by adequate packing materials to ensure a safe journey.
- Crate especially valuable, costly, or cherished mirrors and works of art to protect your investment. Label the boxes with fragile labels and with the room destination.

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