

# Packing Tips

If you plan to do your own packing, we have a number of helpful tips based on our many years of experience.



## CORRECTLY PACK YOUR BOXES

For a secure box, you should tape the seam on the bottom, and run a piece of tape perpendicular to that seam. Pad the bottom and sides of the box with paper. Depending on what you're packing, you should wrap each item with paper. When you've filled the box to capacity, tape it shut and label it with its contents. Be sure that you label the sides of the box, not the top of the box.

## PACK BOXES BY ROOM

Pack similar items together and group contents from the same room into the same boxes. This will make finding and unpacking items easier.

## SECURE EACH BOX

Tape the seam on the bottom, and run a piece of tape perpendicular to that seam. Pad the bottom and sides of the box with paper. Wrap fragile and delicate items individually with paper. Fill each box to the brim to keep it from collapsing and tape it shut.

## LABEL YOUR BOXES

Label each box by room and include a general description of the contents. Place the label on the sides of the box, not on the top. Draw an arrow to indicate which side is up. Don't forget to indicate if the contents are fragile.

## CHOOSE THE APPROPRIATE SIZE OF BOX

Pack small items in large boxes and large items in small boxes. Books are the only exception. If you fill a big box with a bunch of small books, the box is going to be too heavy to carry. Pack heavier items at the bottom and lighter items toward the top of the box.

## PACK PLATES ON THEIR EDGE

Plates are less likely to break if they're standing on edge inside the box. Wrap each plate in paper and include plenty of stuffing on the bottoms, sides and in the corners of the box.

## PACK CLOTHES IN WARDROBE BOXES

Leave clothes on their hangers and move them directly from your wardrobe to the rack in the box. When you arrive at your new home, you can easily unload the clothes from the box, and your closet is quickly organized.

## LEAVE STUFF IN DRAWERS

You can save on boxes and save yourself a great deal of effort by leaving items in their drawers. You don't need to do any additional packing if the drawers contain soft or unbreakable items.

## START PACKING WELL AHEAD OF TIME

Don't wait until the week before you move to begin packing. There are many items you can pack a couple of months before a move, including out-of-season clothes, holiday decorations, china, stemware, and books.

## THE LOW-DOWN ON PACKING MATERIALS

Choosing the right container will both speed up your packing and ensure your possessions are transported safely and securely.

### BOOK BOX (1.5 CUBIC FOOT CARTON)

Ideal for small, heavy items – books, records, canned goods, tools, weights, etc. Dimensions: 13"l x 13"w x 16"h

### MEDIUM BOX (3.1 CUBIC FOOT CARTON)

For small appliances, cooking utensils, shoes, etc. These boxes can also be used to extend a dish pack (see below) to hold long (tall) items. Dimensions: 18"l x 18"w x 16"h

### LARGE BOX (4.5 CUBIC FOOT CARTON)

Ideal for larger, bulky items such as pillows and quilts. These boxes can also be used for some lamp shades. Dimensions: 18"l x 18"w x 24"h

### DISH PACK (5.2 CUBIC FOOT CARTON)

Designed for transporting dishes, glassware dishes, lamp bases and most fragile household items. These heavy-duty boxes are double-walled box and have a 250 lb. per square inch bursting strength rating. Dimensions: 18"l x 18"w x 28"h

### WARDROBE BOXES

Designed to transport your clothes without having to remove the hangers. Wardrobe boxes have an 18-inch bar – making it easy for you to figure out how many you will need for your move. Simply measure how far your clothes stretch across your wardrobe (in inches) and divide by 18.

### MIRROR CARTON

A collapsible 2 or 4 piece container designed to protect pictures, mirrors and panes of glass. The pieces fit together to prevent movement inside the carton. Use paper pads or bubble wrap to pad your item inside the carton.



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