

HELPFUL PACKING GUIDELINES

Use the following suggestions to help with the packing of your goods in order to maximise protection, reduce the chance of damage and create ease of handling.

What Sort of Cartons?

Use cartons of good quality cardboard. They need to be strong to protect the contents and to allow stacking on top of each other. For your convenience we have a full selection of suitable cartons and packing materials available for you to purchase from all of our branches.

(Note: If you are moving overseas it is important NOT to use any fruit or produce cartons for your packing.)

What Size Cartons?

If it fits inside a carton then put in a carton. However using the right size carton is very important, a simple rule of thumb is to pack light goods into large cartons and heavy goods into small cartons. Once a carton is packed it should be able to be comfortably handled by one person. Following is a recommendation of the types of goods you should pack into the different size cartons.

Small Cartons	Large Cartons
Books, Files, CD's, DVD's, Food Bathroom Items, Tools, etc	Kitchenware, Glassware, China, Crystal, Ornaments, Toys, Games, Clothes, Shoes, Linen, Bedding, Sports Gear, etc.

How Many Cartons?

The object is to have the smallest possible number of packages so as to speed up the job. Lots of boxes and loose objects will slow down the removal process and increase the risk of damage.

How to Pack Cartons

- Before putting goods into a carton ensure that all open edges are taped up and secured.
- When packing fragile items in a carton place plenty of cushioning on the bottom, i.e. crushed paper or linen.
- Wrap fragile items in several layers of paper/bubble wrap and pack firmly into carton. Avoid using newsprint paper as this can leave marks on your goods.
- Ensure all glassware, crockery, china, and crystal is packed standing up on its edge for maximum strength.
- Try to avoid mixing up the contents in your cartons to much.
- Don't overload cartons, pack heavy items on the bottom and light items on top.
- Pack items in layers with plenty of cushioning in between.
- Leave room at the top of cartons for another layer of cushioning before closing.
- Pictures and mirrors should be wrapped with paper/bubble wrap or linen and place inside a cardboard sleeve made from a collapsed carton of suitable size.
- Tape up and secure all open edges.
- Once closed mark the top of each carton with a brief list of contents and the room it belongs in.

General

Ensure all contents are firmly packed and nothing protrudes above the top of the carton. Remember the cartons must be able to be stacked on top of each other without damaging the contents. And always give yourself plenty of time to pack, don't leave things until the last minutes.