

DIRECT

MOVING & STORAGE

Tips for packing!

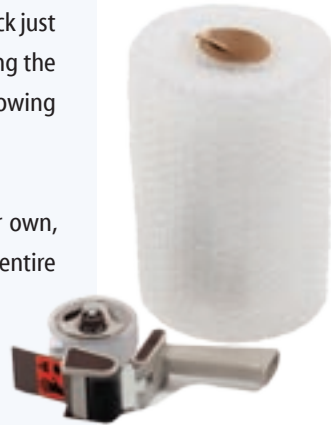


**YOUR GUIDE TO A
HAPPY MOVE!**

DO-IT-YOURSELF

This guide will help you learn the best packing techniques if you wish to pack your own belongings, from small items to large. You may also decide to pack just some of your personal belongings, while leaving the rest for the professionals. The tips on the following pages will assist you in making that decision.

Remember: If you choose not to pack on your own, **DIRECT MOVING & STORAGE, INC.** can do the entire job for you!



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TIP LIST

- ✓ Pack one room at a time, if possible, and start with items that are least often used.
- ✓ Write down a list of everything you are packing, in particular if it's valuable.
- ✓ Use sturdy boxes. *Fill the box to the brim and seal the lid.* That way, you can easily stack boxes on top of one another.
- ✓ Purchase special boxes for dishes, wardrobe and other special items.
- ✓ Tape the bottom of the box securely so that it doesn't give way. *Never fill a box until it is so heavy that you can't lift it safely.*
- ✓ Spread the heavy items over a few boxes. Balance boxes with lighter items like towels or soft toys. Pack the lighter items on top.
- ✓ Avoid loading more than 50 pounds into one box.
- ✓ Use bubble wrap or newspapers when packing fragile items. However, newsprint may smudge so use newspaper selectively.
- ✓ Boxes should be marked "Fragile" and "This side up" to prevent mishandling. *Label each box clearly and which room it belongs to.* Write on the sides of the box as well.
- ✓ Indicate which boxes should be loaded last so they will be unloaded first.
- ✓ Pack medicines in leak-proof containers.
- ✓ Pack a separate box of essentials you may need for the first night at your new house. Include items like toiletries, toilet paper, bottled water, snacks and a change of clothes in case you cannot unpack everything in time.
- ✓ Set aside an area of the house where you can put all the packed boxes. Use a room that isn't used every day such as the formal dining or living room.

Packing supplies to keep on hand:

- Boxes (various sizes)
- Tape Measure
- Marking Pen or Sharpie®
- Bubble Wrap
- Newspaper and Tissue
- Tape and Scissors



HELPFUL IDEAS

- Use your digital camera to document the contents of boxes.
- Have rugs and draperies cleaned before moving and leave them in their wrappings for the move.
- Carry all valuables with you.



SMALL APPLIANCES

TIP Do not use peanuts or shredded paper that could get into the machines and cause damage.

1. Clean and dry all your appliances
2. Tape the bottom of the box securely and pad the bottom with blank newsprint paper (wadded up, not shredded) or a towel or sheet.
3. Put the appliances in and pad them well all around with your packing material or with towels or linens. Put in two or three appliances to a box, if you can fit them in.
4. Put another layer of packing material on top, seal the box, and mark it "Kitchen Appliances."

ARTWORK & MIRRORS

All artwork, mirrors, marble tops, glass tops & pictures are packed in mirror/picture boxes, unless they are very small. Our professional packers can crate the very large glass tops and marble tops. Their weight makes them impractical to be moved by a box.

FRAMED ARTWORK AND PRINTS

1. Wrap each individual artwork or print with newsprint or wrap them in Bubble Wrap®.
2. Put the item in a picture box with wadded paper at the bottom. If they fit loosely in the box, fill in the spaces with lightly wadded newsprint paper.

GLASS & MARBLE TOPS

1. Wrap each individual glass top with newsprint or wrap them in Bubble Wrap®.
2. Put the glass top in a picture moving box with wadded paper on the bottom. If they fit loosely in the box, fill in the spaces with lightly wadded newsprint paper. If two boxes are needed for the glass top then put the second box on top of the other by telescoping them together and fill spaces with lightly wadded newsprint paper

MIRRORS

1. Put tape across the front of the mirror like an X to keep the pieces in place in case the glass cracks or breaks.
2. Wrap each individual mirror with newsprint or wrap them in Bubble Wrap®.
3. Put the mirror in a picture box with

wadded paper at the bottom. If it fits loosely in the box, fill in the spaces with lightly wadded newsprint paper. If two boxes are needed for the mirror then put the second box on top of the other by telescoping them together and fill spaces with lightly wadded newsprint paper.

PAINTINGS

1. If your painting is framed with glass put masking tape across the front of the painting like an X to keep the pieces in place in case the glass cracks or breaks.
2. Cover the framed paintings or canvas with Bubble Wrap® and tape it closed.
3. If you are packing a painting with glass then put the painting in a picture, mirror box and if it fits loosely in the box, fill in the spaces with lightly wadded newsprint paper. If two boxes are needed for the painting then put the second box on top of the other by telescoping them together and fill spaces with lightly wadded newsprint paper.
4. If you are packing a canvas painting (no frame, no glass), wrap the box in Bubble Wrap® again, tape it, then build a second box for the first box. Your chances of sharp objects puncturing the box and canvas during the move are slim.





BOOKS

TIP Never pack books in a box that is bigger than 1.5 cubic feet (book box). It's a common moving mistake to pack books in a large box -- the box quickly becomes too heavy to lift. The box should never be more than 50 lbs.

1. Prepare a book box for packing.
2. Stack books together, pack upright with open edges and bound ends alternating. Fill in small spaces with smaller books.
3. Close and tape shut the box and mark it

BOWLS

1. Prepare a box for packing with a stack of wadded blank newsprint paper on bottom. This is used as cushion for the bowls.
2. Place the bowls on edge in the moving box.
3. Do not put the bowls at the bottom of the box. They should be on the upper layers of the box, above other heavier items like plates. Pack your glassware separately.
4. Close the box and mark it "Fragile"



CHINA, CRYSTALS AND GLASSWARE

1. Prepare a box and put a layer of wadded newsprint paper or peanuts in the bottom of the box for cushion.
2. Wrap each plate and then bundle three or four together. Stand on end in the box. Never lay flat. Take another bundle, same size plates, and place near the other bundle. Fill sides with peanuts or newsprint. Use large items on bottom layer and place layer of bubble wrap in between layers. Place wadded newsprint or peanuts between each layer as cushioning between layers.

PACKING YOUR GLASSES AND TEACUPS

1. Wrap each piece of glassware or teacup in a piece of Bubble Wrap® and tape it. You may use blank newsprint paper instead of bubble wrap.
2. If you will pack the glasses and cups in one box then skip to step 3. If you will pack them with other items you should place them on top.
3. Prepare a box and put a layer of wadded newsprint paper or peanuts on the bottom of the box for cushion.
4. Place wrapped cups or glasses on upright position as if you were placing them on the table.
5. Place a layer of cardboard and another layer of packing material on top and the sides. Fill sides with peanuts or newsprint. You may also use dividers between cups and glasses (ask your mover for availability of product).
6. Keep layering until you've reached the top. Tape shut the box and mark "Fragile—China/Crystal/Glass"





CLOTHING

1. Use wardrobe boxes for clothes from your closet. If the boxes have some space on bottom, consider filling it with lightweight items.
2. Pack clothes from bureaus, dressers and chests in boxes or suitcases so they won't be too heavy to move.
3. Tape shut the box and mark "Clothing" with the person's name, or the room where the box will go in your new home.

COLLECTIBLES

TIP Consider moving your collectibles yourself or shipping them separately if they are really valuable items.

1. Wrap each fragile item in a piece of bubble wrap and tape it. You may use blank newsprint paper instead of bubble wrap.
2. Prepare a box and put a layer of wadded newsprint paper or peanuts on the bottom of the moving box for cushion.
3. Place wrapped items in box with peanuts or wadded paper in between.
4. Keep layering until you've reached the top. Tape shut the box and mark "Fragile— Collectibles".



COMPUTERS

TIP Make sure you back up all your files in the computer before packing. You can do this simply by buying a backup external drive. It is best to use the original computer cartons and boxes.

1. Pack your disks into a separate box. Avoid any contact with anything magnetic.
2. Unplug cables and wires and mark with matching holes so it's easy to reconnect when you're getting settled in to your new home.
3. If you don't have the original boxes then skip to step 5.
4. Pack each component in a plastic bag to keep dirt out, then place inside the foam forms of the original boxes. Place all cables and accessories in the sides of each box and fill with peanuts or wadded blank newsprint paper.
5. If you don't have the original boxes then use two boxes. Fill the smaller of the two boxes with peanuts, put the monitor or CPU in the middle, and make sure the component is not touching the sides. Fit in cables and accessories, close and seal that box, then fill the second box with peanuts or wadded newsprint paper, put the sealed box in, and fill around the rest of the way with peanuts or wadded newsprint paper.
6. Pack all other computer components together with peanuts or white newsprint paper.
7. Mark each box "Fragile— Computer".



FLAMMABLE & HAZARDOUS ITEMS

DO NOT Pack any Flammable or Hazardous Materials!

Included Items:

- Acid, Gasoline, Poisons, Charcoal, Lighter Fluid
- Fertilizer, Paints, Car Batteries, Matches
- Nail Polish Remover, Ammunition, Liquid Bleach
- Aerosols, Kerosene, Pool Chemicals, Chemistry Sets
- Fireworks, Pesticides, Charcoal, Motor Oil
- Paint Thinner, Batteries, Loaded Weapons, Weed Killer
- Ammonia, Lamp Oil, Propane Tanks, Cleaning Fluid



FLOWERS & PLANTS

TIP Some state laws prohibit the moving of certain houseplants.

1. Prepare a box that will fit the item. Each item should be packed alone.
2. Cushion the box with wadded blank newsprint paper.
3. Insert the item in the middle of the box and fill sides with wadded paper.
4. Tape shut the box and mark "Fragile".



KIDS ROOMS & TOYS

TIP Moving is a good time to consider giving stuff away that your kids no longer play with. Consider having a yard sale several weeks before the move.

1. Pack your kids' room last if they are small (ages five years and under).
2. Older children (ages five years and older) will need advance time to pack their rooms.
3. Pack the toys in boxes with some wadded newsprint or clothes to fill spaces. All fragile toys can be wrapped in extra clothes and in wadded newsprint paper.
4. Let your kids choose some of the items they wish to take in the car or in the carry-on bag.
5. Drain water from squirt guns and seal paints and other messy materials in bags or containers.
6. Pack all items in appropriate boxes and have your kids seal the boxes and write their names or let them decorate their boxes.

LAMPS



1. Take the lamp shade off the lamp. Handle shades only by the wire frames. Take the light bulbs and harps off lamp and pack them separately.
2. Lamp shades should be packed singly in an appropriate box or nested in one box separated by blank white newsprint paper. Prepare moving boxes with some wadded blank newsprint paper on bottom. Put the shade(s) in the box; be careful not to put too much paper. Lamp shades could dent easily so cushion loosely.
3. Wrap cord around lamp and wrap lamp with blank newsprint paper or bubble wrap. You may place the lamp in a box with peanuts
4. Tape shut the box and mark "Fragile – Lamp".

PLATES, SAUCERS & FLAT CHINA

1. Prepare a box and put a layer of wadded newsprint paper or peanuts in the bottom of the box for cushion.
2. Wrap each plate and then bundle three or four together. Stand on end in the box. Never lay flat. Take another bundle of same size plates, and place near the first bundle. Fill sides with peanuts or newsprint. Use large items on bottom layer and place a sheet of bubble wrap in between layers. Place wadded newsprint or peanuts between each layer as cushioning between layers.
3. Tape shut the box and mark "Fragile – China."

SCULPTURES

1. You'll need a box that is larger than the size of your sculpture and Bubble Wrap®. Make sure when you pack the sculpture to be extra careful with very thin or delicate designs on the sculpture.
2. Fill the box with peanuts to about one third of it. Put the wrapped sculpture in an upright position in the box in the middle of the box. Fill all around and on top with peanuts.
3. Tape shut the box and mark "Fragile – Sculpture."



TELEVISION

1. Unplug your TV and return all cable equipment to your cable company.
2. If you have the original box: Lay the TV on its side and slide the foam forms on either end. Then slide the TV into the box and set it upright.
3. Tape shut the box and mark "Fragile – TV."
4. If you do not have the original box, you may obtain dense foam forms from packing companies. Lay the TV on its side and tape the foam forms on either end and top and bottom of the TV. Then slide the TV into the box, set it upright and fill all sides with foam forms.
5. Tape shut the box and mark "Fragile – TV."



CDS & DVDS

1. You will need blank newsprint paper or styrofoam peanuts.
2. Never pack CDs in a box that is bigger than 1.5 cubic feet (book box).
3. Prepare a book box for packing and pad the bottom with wadded up blank newsprint paper or peanuts.
4. Stack CDs together and place them in the box.
5. Fill in tightly all around on top with paper or peanuts so the CDs won't jiggle.
6. Close and tape shut the box and mark it.



I was extremely impressed with the level of professionalism shown by **Direct Moving & Storage**. Not a single item was damaged or lost in the move and the entire experience was much calmer & quicker than I expected. Each mover was courteous and responsible.

When it came time for my office to change locations, I immediately called **Direct Moving & Storage** and we enjoyed another excellent experience. Thank you!

*Carrie Schonfeld
Rockland County, NY*

STORAGE

We offer climate-controlled storage space to suit your needs and budget. Call us to discuss the right storage solutions for you.

QUESTIONS?

We're here to help! Feel free to call us with your packing questions at **1888-712-0990** or email us anytime at **directmovingstorage@yahoo.com**



***GOING DIRECTLY
YOUR WAY!***

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