

PACKING TIPS

- Keep the following supplies handy for packing: Boxes, marking pen, bubble wrap, newspaper and tissue
- Tape and scissors
- Use strong boxes and containers that can be secured tightly. Purchase special boxes for dishes, wardrobe and other special items.
- Pack audio-video equipment in their original boxes. Label cables and tighten transit screws. If removing screws, tape them to the objects they are removed from.
- Avoid loading more than 50 pounds into one box.
- Label each box and indicate the following: (a) Which room it should go in (b) Whether it is fragile (c) If it should be loaded last so it will be unloaded first.
- Cushion contents with packing material such as bubble wrap, newspaper or tissue.
- Have rugs and draperies cleaned before moving and leave them in wrappings for the move.
- Pack medicines in a leak proof container.
- Pack heavy items in small cartons. Books, canned goods, records, DVD's should be packed in to smaller cartons {1.5 carton}.
- Fill all cartons to the top. Half filled cartons tend to crush.
- Do not over fill cartons. Rounded cartons are hard to stack.

General Guidelines:

- Use professional packing materials as these will save you time and ensure the safety of your goods.
- Make certain all cartons are taped securely, top and bottom. Use three strips of tape on the top and bottom and use packing tape, not masking or duct tape.
- Label all cartons. Cartons should be labeled on the top and on two sides with the contents and the destination as this will make it easy for your movers to identify where each carton is to go.
- Label all cartons that contain fragile items. Cartons that contain fragile items should be labeled as to ensure extra care.
- Leave clothes and light linens in bureau drawers. Your movers will be able to move your bureaus full, but please remove any fragile items from drawers.
- Empty desk drawers. Desks often need to be turned on their sides to get through doorways and loose items may fall out.
- Make a list of items you will need over the course of the move. List and separate any items such as toiletries, kitchen items and clothes that you will need immediately after the move, box and label 'open first'.

China and Glassware:

- Use china boxes, and unprinted newspaper.
Plates and saucers: Wrap each piece separately in unprinted newspaper. Place them in the box standing on edge in the box

- Bowls: wrap individually, stack 4-2 together, wrap all again and place them standing on edge in the box.
- Cups and Glassware: Wrap cup handles in paper, then wrap entire cup. Place them in box with all handles pointing in the same direction. Wrap everyday glasses individually.
- STEAMWARE: Use white packing paper. Use china or liquor box with dividers. Wrap each glass
- Books: pack books standing on bottom edge in book boxes.
- Clothing: Wardrobe boxes can be used for handling clothing. Other clothing, blankets and linens can be folded and packed in linen boxes.

Other Household Items

- Pots and Pans: Use china boxes; stack them together with a few pieces of paper in between them. Fill all empty spaces with newspaper.
- Lamps and Lampshades: Remove shades and bulbs. Wrap lamps in layers of paper and place in box on base. Wrap lampshades lightly in paper, nest one inside the other, and pack in separate box.
- Electronic Equipment: Wrap these items heavily in bubble wrap and place in box (ideally in the original boxes). Place bubble wrap at bottom and sides to prevent movement.
- Paintings, Mirrors, and Glass: Use picture boxes and bubble wrap. Valuable pieces may need to be professionally crated by us.

MOVING PETS

Following are tips for moving your pets to their new home.

Cats and Dogs

Cats and dogs can be taken in your car. If so, remember to take along the following items:

- Food
- Water
- A leash for letting your pet out of the car
- Newspaper or sheets to keep your car clean

Animals can get car-sick and will require frequent stops along the way. Also, check ahead to see if the hotel where you are staying allows pets. Depending on the animal's temperament and size, it might be better to have it shipped by air. Be sure to check if your destination has any local requirements or restrictions on animals.

To have your pet shipped by air, make sure someone can meet your pet at the destination airport and take care of it until you arrive. A kennel can do this for you and keep your pet until you have completed your move, if necessary.

If you are flying to your new destination, your cat or dog can ride in the baggage compartment. You may need the following items:

- Health certificate. Obtain this from your veterinarian.
- Pet container. The airline might have a special container available or you can use your own as long as it complies with airline regulations.
- Tranquilizers. Your vet can provide tranquilizers to be given to your pet immediately before going to the airport.
- Your scent. Your pet can be comforted by having a piece of cloth with your scent on it.

Smaller Animals

Hamsters, birds and other small animals can easily be transported in your car. To help keep the animals calm and quiet, cover cages with a cloth. Also, make sure they have food and water available.

Fish

It can be very impractical and risky to move fish. Check with your local pet store for recommendations on moving your specific type of fish.

MOVING PLANTS

A Couple of Weeks before You Move

- Prune plants to facilitate packing. Consult a florist or a plant book for instructions.

A Week before Your Move

- Place your plants in a black plastic bag, along with a bug/pest strip, conventional flea collar or bug powder. Close the bag and place in a cool area overnight to kill any pests on the plant or in the soil.

The Day before Your Move

- Place the plants in cardboard containers. Hold them in place with dampened newspaper or packing paper. Use paper to cushion the leaves and place a final layer of wet paper on top to keep them moist. If you must leave your plants behind, then take cuttings. Put them in a plastic bag with wet paper towels around them.

On The Day of Your Move

- Set the boxes aside and mark "DO NOT MOVE" so they won't be taken on the moving van. Close the boxes and punch air holes in the top before loading into your car.

When Moving

- Park your car in a shaded area in the summer and a sunny spot in the winter.

Upon Arrival

- Unpack the plants as soon as possible after arrival. Remove plants through the bottom of the box to avoid breaking the stems. Do not expose the plants to much sunlight at first. Let them get gradually accustomed to more light.