

CUSTOMER PACKING HINTS

The following information is a guide for customers packing their own effects.

- Our surveyor will have allocated an assortment of cartons for your removal if requested. Please use **Pack 1/6's** for heavy items such as books, tinned foods, records etc., **Pack 2's** for china and glass / odds, **Pack 3's** lamps and oversized items, **Pack 4** for Linen, etc., and **Wardrobe cartons** for hanging clothes.
- Please use sufficient tape to secure the top and bottom of the carton. Write on the tape using a permanent marker or use the contents grid on the box and which room you require it to be delivered to, also indicate if the contents are fragile.
- **All China and Glass** items should be wrapped, **with plates stood on end and not laid flat**. Crushed paper should be used in the bottom of china cartons for padding. Heavier items should be packed at the bottom of the cartons, for example use casserole dishes etc. as a base with glasses and cups etc. on the top, using crushed paper between the layer of china.
- **Cartons will be stacked on top of each other** on the van so please do not leave items protruding above the top of any cartons.
- **Clothing and other non-breakable items can be left in the drawers**. Heavier items such as stationary should be packed into cartons. Clothes on hangers are best packed into wardrobe cartons, which we can also supply.
- **Large pictures and mirrors** can be packed into standard picture cartons supplied - select a carton to cover the necessary picture/mirror, then instead of making the box up, keep it flat and seal one end up with tape, then slide the picture/mirror in and seal the top. We recommend that all pictures and mirrors are bubble wrapped and then placed into picture cartons.
- Tape into manageable bundles loose items such as wood, shelving and garden tools etc. **We cannot move any flammable items i.e. Petrol, white spirit, gas, and paraffin**. All mowers, strimmers, chainsaws etc. must have the fuel drained. If you require our company to transport garden plants, it is entirely the client's responsibility for any damage caused.
- **We do not permit transportation of any Paints or Oils, etc.** due to any possible damage caused by leakage and also damage to your contents / our vehicle and staff. We must inform you that any paints or oils packed by owner and moved by us will invalidate your insurance cover for your move.
- Prior to your removal taking place, you should arrange for **all appliances to be disconnected, this includes any light-fittings that require a qualified electrician. We would recommend that Fridge/freezers should be defrosted and switched off for 24 hours prior to and after your removal to allow the gases to settle.**
- After unpacking your effects please slit the tape and collapse the cartons, putting any crushed paper into a previously used Pack II and return to our depot or as previously arranged.

