

Packing Tip Sheet

Helping Moving Teams Avoid Damage Claims



Boxes

- Pack heavier items at the bottom and delicate or fragile items at the top.
- Add a layer of crumpled paper to the bottom of each box, between each layer, and at the top.
- Use a permanent marker to label each box, the general contents inside and the customer's name.



Loading

- Clear an obstacle-free route from the door to the moving truck.
- To prevent theft, never leave trucks unattended.
- Two people should work together to stack and load items tightly.
- Start with the heaviest furniture and appliances and load the front of the truck first.
- Stack items from the floor to the ceiling and put heavy items on the bottom.
- Create two to three-foot tiers as you load and tie each tier off with ratchet straps or rope.



Danger

- Don't pack perishable food items.
- Absolutely never back flammable or hazardous items.
- Items that should never be packed include paint, paint thinner, bleach, aerosol cans, motor oil, motor fuel, lamp oil, propane, gasoline, kerosene, flares, firecrackers, explosives, batteries and any flammable or corrosive chemicals.



Big Screen Televisions

- Check the manual for special moving instructions.
- Do not pad wrap! Always use a box, container or crate.
- Slide foam forms onto either end before sliding into the box and sealing the box. The television should remain upright at all times.



Small Appliances

- Don't use packing peanuts or shredded newspaper, which can get into the machines and cause damage.
- Group small kitchen and household appliances two to three per box.
- Wrap each item generously with paper, put layers of crumpled packing paper on the top and bottom of the carton, and make sure the carton is sealed securely.



Computers and Printers

- Whenever possible, pack computers in the original box.
- Pack disks separately and without anything magnetic.
- Pack printers separately and remove cartridges first.



Furniture

- Use a blanket or furniture pad to cover the entire surface.
- Use shrink wrap under furniture pads or blankets to protect areas with cloth material.
- Don't use tape, which could ruin the furniture finish.



Beds

- Disassemble bed frames and put loose pieces in a parts box or tied to the bed frame.
- The headboard, footboard, and bundled bed rails should be pad wrapped.
- Always pack mattresses in mattress cartons.



Breakable Kitchen Items

- Cushion the bottom of the carton with crumbled paper.
- Plates and dishes must be packed in an upright position on their side. Glasses should be placed upside down. Do not stand glass bowls on edge; they can stack into each other.
- Use paper or bubble wrap to wrap each item and use layers of paper/wrap between items.
- Place crumbled paper inside glasses and mugs and then wrap.
- Fill the top of the carton with more packing paper and make sure the carton is secure and tight.



Rugs

- Rug must be rolled, and then padded.
- NEVER fold rugs.
- The recommended method is to have rug vacuumed, then rolled, wrapped in shrink wrap and then padded in moving pads.



Lamps and Shades

- Floor lamps should be wrapped with packing paper and packed into a floor lamp container to avoid getting bent during shipping.
- Table lamps must be wrapped in packing paper. To avoid movement in the box, fill all sides with soft items like throw pillows, blankets, or crumpled packing paper.
- For all types of lamps:
 - Remove light bulb and lamp harp.
 - Wrap the base, harp and bulb separately in newsprint.
 - Pack shades in their own container.
 - Place the shade face down in the moving box and fill with packing paper.
 - Wrap the lamp harp and light bulb in packing paper and place in center of the lamp shade.

We love partnering with conscientious moving companies!

- Offer your customers Moving Insurance and increase customer satisfaction levels.
- Our affiliates have access to our complete Best Practices Guide. [Learn more here](#) 