

# Packing Checklist 101

**Proper packing will not only protect your belongings but will save you time when you unpack your items.**

We offer a turnkey packing and moving service, but just in case you are the do it yourself type, here's a checklist with some useful tips to help:

- 1.** Start with things you don't often use, out of season items and any bulk items.
- 2.** Remove and set aside any breakable, valuable, perishable or prohibited items.
- 3.** If your disassembling items, we recommend placing the small hardware in a plastic baggie and taping it to the item so they are not lost. Wind up all cords and cables.
- 4.** Wrap glassware and delicate items with bubble wrap before packing in a box.
- 5.** Place about 8cm of crushed packing paper in the bottom of boxes for cushioning of delicate or breakable items and fill empty spaces with crushed paper for added protection.
- 6.** Fill smaller boxes with delicate and heavy items and extra packaging for protection.
- 7.** Avoid over packing boxes in weight or contents, but be sure, to pack them completely to avoid shifting of items.
- 8.** Tape the boxes tightly and place extra tape at the bottom and top openings for added protection and durability.
- 9.** Label each box with room, box number, and contents to easily track inventory placement in right room and for ease of unpacking.
- 10.** Place special instructions on boxes for movers or self.

10 Essential Steps  
for a More Efficient  
Packing & Moving  
Experience.

Read our Pack  
Separately  
Checklist for More  
Tips.

