

A SIMPLE GUIDE FOR USING PACKING MATERIAL



In this section we will discuss the 11 boxes most used to pack for a move.

1. Small Carton, book box or 1.5 cu. ft. box – 16" x 12 ½" x 12 ½" – Box is safely rated to carry 65 lbs.

These are small, easy to handle but designed for heavier items such as books, tapes, cd's and canned goods. It also works well for all sorts of small fragile items like dishes and ceramics when used in conjunction with foam pockets or padding of some kind for protection. This box will be 25% of all the boxes used.

2. Medium Carton or 3.0. cu. ft. box – 18" x 18" x 16" – Box is rated to safely carry 65 lbs, but 35 – 50 lbs is recommended.

A good general purpose packing box. Can be used for clothing , large pots, larger kitchen appliances and in most cases where the 1.5 cu. ft. box is too small. This box will be 40% of all boxes used.

3. Large Carton or 4.5 cu. ft. box – 18" x 18" x 24" – Box is rated to safely carry 65 lbs., but 20 to 35 lbs is recommended.

This box can be used for pillows, linens, table lamps, artificial plants and any bulky items that do not weigh too much. Use caution, this is one box that often gets over packed and weighs too much.

4. Extra Large or 6.1 cu. ft. box – 24" x 18" x 24" – Recommended weight is 10 to 20 lbs.

This size box is used for pillows, cushions, board games, stuffed toys and comforters. Use caution not to over pack with too much weight.

5. Dish Packs or 5.0 cu. ft. – 18" x 18" x 27" – This is a strong large box that has double wall construction and can carry a lot of weight, from 75-100 lbs.

Mini Dish Packs – 18" x 18" x 14" – Less weight to lift when full packed.

These sturdy boxes are meant to provide maximum protection for fragile dishware and glassware, figurines or sculptures. They can be reinforced with additional inserts to protect breakables like stemware as well. It is recommended that all individual pieces be wrapped in unprinted paper, and properly secured with additional padding. Because of the weight, this box is difficult to handle without a hand truck. The dish pack should be labeled "Fragile, This End Up."

6. TV/Microwave/Computer Box – 24" x 24" x 20" – This is a strong, large box which can be awkward to handle.

This box works well for computers and printers or a large.

7. Hanging Wardrobe Boxes – 24" x 20" x 47 ¾" - This box has a metal bar across the top and for hanging clothes.

Used primarily for protecting hanging clothes and minimizing wrinkles plus helps to keep clothes clean, a portable closet. Can also be used for any large bulky items like large lamps, artificial plants, seasonal storing of clothes and in some cases a chandelier can be hung from the bar with padding around it.



8. Lay down Wardrobe or Flat Wardrobe – 39" x 19" x 9"

This box is about the size of a large dresser drawer and allows clothing to be folded with a minimum of wrinkling. Works great for packing drapes and is the most used box when shipping clothing overseas.

9. Mirror Cartons – 37 5/16" x 4 5/16" x 26 7/8", (telescoping to 61"), Large Mirror – 48" x 4 3/8" x 32 3/4", Small Mirror – 24" x 4" x 26"

A box that works great for mirrors, pictures, paintings and glass table tops to mention a few. The box has heavy reinforced corners and telescopes to provide a snug fit for different size items. Items must be protected by pad wrapping prior to packing with paper pads, bubble, or foam. Slide one of these boxes inside another one to make a "telescoping" larger box for big pictures.

10. Electronic Box – 20" x 20" x 12" – Double Wall Construction

As the name suggest these boxes work great on most electronic equipment. You can use this box for a Receiver, DVD, VCR, CD Player, Tape Decks, etc. Fragile equipment of this nature must be protected with padding of some kind.

11. Lamp Box – 12" x 12" x 40"

These boxes are made for pole lamps but work great for rifles, brooms and golf clubs. Slide one of these boxes inside another one to make a "telescoping" larger box for longer items.

OFFICE MOVING BOXES

1. Auto Bottom Book box – 16 2/3" x 12" x 12" – Rated to safely lift 35 lbs. due to the bottom design.

These boxes do not require tape, fold flat, have hand holes for easy lifting and are strong. Consumers will keep this box in their garage and use it time and time again due to its durable structure, ease of use and storage capability. The auto bottom is the box of choice for businesses that are moving their location and require employees to pack their own office of small items. These items will be tagged and moved to their new location. Employees than take this box home to use it over and over.

The self-locking top needs no tape.



2. Record Storage/File Boxes – (2 pieces - Top & Bottom) – 15" x 12" x 10" – Box has double sides and bottom for strength and requires no tape. Works with Letter and Legal files.

As the name says, these boxes are used for storing hanging files or records primarily but work great for Christmas decorations as well. Businesses as well as individuals use these in larger quantities generally at year end and around tax time. The boxes come in two pieces, a top and bottom. Hand holes are provided for easy lifting and the boxes are very strong. Many businesses use Self Storage locations for storing their records so it is a good item to have around.



WRAPPING / CUSHIONING ITEMS

1. Paper Pads – 54" x 64"

Paper Pads can be used in a variety of ways. They are large pieces of durable packing paper made up of multiple layers to provide padded protection. You can wrap lamps, small appliances, framed pictures, tables and legs, etc. The most common use of paper pads is to protect fine furniture from dust, dirt, and light scratches. Although paper pads work great as an outer layer, they should be used in conjunction with corrugated sheets and/or foam wrap for greater protection of furniture. The paper pad can also be laid on the concrete floor of a self storage area for stacking furniture like couches that can be turned on end without soiling the fabric.



2. Unprinted Newsprint (Packing Paper) – 24" x 36", 10 lb. Box or 30 lb. bundle.

Clean is used on just about everything from filling voids in boxes, packing dishes and knick-knacks, or general packing protection. Also wrinkle several sheets and place on top of packed items as a buffer. Do not worry about using too much paper but instead use it on almost everything.

3. Stretch Wrap – 5" and 20" Widths

Stretch Wrap has many uses when trying to hold things together. It leaves no adhesive or residue as with tape, but provides a strong tension when securing loose items. Stretch Wrap can be used to hold in place wraps of bubble pack, paper pads or cushion foam when wrapping furniture or fragile items. It is used to secure drawers or doors in furniture. Caution! Stretch Wrap should never be used to wrap leather furniture and should be removed from wood products as soon as possible to prevent moisture being caught between the product and stretch wrap.

4. Peanut Pack – Peanuts are soft pellets of Styrofoam and can be extremely effective if they are used properly.

When packing with peanuts be aware that the item you are packing could work its way through the peanuts and end up resting on the bottom. Therefore it is a good idea to add some support pieces to the sides and bottom. These spacers can be bubble, foam, paper pads and in some case foam blocks. Be sure and press down on the peanuts to get a tight firm fit. Before closing the box, put about an extra ¼" of peanuts above the top to ensure a tight fit all around. Avoid using peanut pack where static is a concern, such as computer parts.

5. Bubble Wrap – Large Bubble – 12" x 20', ½" thick – Small Bubble – 12" x 30', 3/16" thick. Other sizes available by the roll or box.

Large bubbles are thicker, not necessarily stronger, but offer softer padding. Small bubbles offer more strength and resist popping better. If you are only going to purchase one size bubble make it the small bubble. Keep in mind that bubble will lose its air over a period of time so for long-term storage, use other alternatives like foam, paper pads or peanut pack. Do not use bubble in direct contact with oil paintings, polished wood or long-term storage. First wrap the item with paper pads, foam etc. then use bubble for padding. Do not use tape with bubble when packing small fragile items because tape is too strong and you might break something when you try to remove the tape from the bubble. Stretch Wrap works great on the outside of the bubble to hold it in place.

6. Cushion Foam – 12" x 40' – 3/32" thick and perforated every 12"

Foam wrap is used to protect glass ware, silverware, stained glass and in some cases metal structures like tables or chairs. It offers excellent abrasion protection.

7. Mattress Bags – King, Queen, Full/Double, Twin/Single, Sofa, and Chair Covers.

These covers provide great protection from dust, moisture, dirt, and stains for your mattress, box springs, upholstered furniture or any other large item.

DISH & GLASS PACKING

1. Custom Dish Set – Foam pouch kit is made up of the following: 6 ea.

12" x 12" dinner plates, 6 ea. 9" x 9" salad plates, 6 ea. 7" x 11" glass pouches, 6 ea. 7" x 7" saucer pouches

These pouches protect against impact, vibration, and careless handling. The pouches are used with a 1.5 cu. ft. small box.

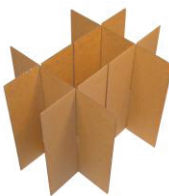


2. Custom Glass Set – 12 ea. 7" x 11" glass foam pouches with cell divider kit.

The cell divider kit fit inside a 1.5 cu. ft. small box for ease of use.



Dish Set pieces:
cardboard cells, and foam pouches.



Connect cardboard
cells together.



*Note: Push cell ends
sideways to fit larger items.

3. Box Cell Kit for large Dish Pack – 3 tier partition kit, The kit includes 1 layer of 14" cells and 2 layers of 7" cells with 2 cardboard divider pads.

The cells divide the glass items from touching each other but must be wrapped with cushioning of some type i.e. foam pouches, bubble or packing paper.



This crosscut view shows you how a complete Box Cell Kit looks with the Dish Pack Box and Foam Pouches or Newspaper.

TAPE & LABELS

1. Poly packing tape – Use to secure the bottoms & tops of moving boxes and exposed seams of moving boxes.

The tape provides a secure closure of the boxes and also protects the contents from dirt, dust etc. Be sure to press the tape on the box to be sure it adheres to the box. Using with a tape gun or dispenser is recommended.

2. Smart Move Tape – Tape and label all in one easy step, comes in kits.

Smart Move Tape identifies the room at a glance in vivid color. This helps to eliminate boxes being set in the wrong room for unpacking. Kits available for 1 Bedroom to 4 Bedroom moves. Kits contain color specific to each room (bedroom, kitchen, living room, bath room, dining room open first and fragile).



3. Printed room labels – Adhesive labels include: 15 master bedroom, 15 bedroom # 2, 10 bedroom # 3, 10 bedroom # 4, 5 master bath, bath # 2, 5 bath # 3, 10 living room, 10 dinning room, 15 kitchen, 15 garage, 10 front room, 10 study, 5 utility

