



ORGANIZATION MADE EASY™

PACKING TIPS

Review the Moving Supplies Checklist and Moving Box Buying Guide to determine what supplies you'll need and how many boxes.

Purchase more moving supplies than you think you might need. (Boxes, cushion foam, and packing paper will get used quickly.)

Start packing in a space that is not often used, such as a basement or garage.

Set up a folding table so you can pack boxes at a comfortable height.

Keep the weight of each box below 40 lbs., especially when packing books.

Use the right size boxes for appropriate items. Use smaller boxes for heavier items such as books or dishes, and larger boxes for light-weight items such as linens or pillows. (Refer to the Moving Box Buying Guide for more recommendations.)

Pack items from the same room together in order to stay organized and save time unpacking.

Pack heavier items on the bottom of the box and more delicate items near the top.

Line the bottom of the box with cushioning materials such as bubble wrap, cushion foam or packing paper.

Wrap fragile items in cushion foam or packing paper first before packing away.

Wrap dishes individually with packing paper or cushion foam to pack them sideways.

Fill open spaces inside the box with linens, packing paper or cushion foam to minimize the risk of damage from shifting or movement.

When packing electronics, include all cables and accessories belonging to each device in the same box. Take a photo of any complicated set-ups before disconnecting cables and wires for a visual reference later.

Top off the box with more cushioning materials before closing.

Secure boxes with tape or use tape-free moving boxes.

Label the boxes that need to be unpacked first with a different color marker.

List the room and box contents on a label or a label area on each box.

Mark both the top and side of the box for easy identification.

Write or place a "FRAGILE" sticker on boxes with delicate items.

To avoid injury, be careful when lifting boxes filled to capacity.

Use heavy-duty gloves to protect hands from cuts and they offer secure gripping when moving boxes.

Use a dolly or hand truck to move stacked boxes.

Keep an inventory of total boxes packed to ensure everything arrives safely.