



A SMOOTH MOVE HOW-TO GUIDE: PACKING TIPS

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QUICK PACKING TIPS:

- Save time and money by only packing and moving what you will need in the new location; review the Document Retention Policy and carefully purge or store files and donate or dispose of outdated items before your relocation date.
- Consider the size and weight of items when selecting moving boxes. Properly sized boxes will be easier to transport and will better protect your office contents.
- Use high-quality, heavy-duty boxes whenever possible. Durable boxes can be stacked higher on moving carts. This reduces the number of trips between the office and moving truck and can lower the overall cost of the move.
- If employees have personal and/or valuable items, consider asking them to pack and move these things separately to limit damage or potential loss.
- Place any removed power cords in a baggie or plastic sleeve and tape to the specific equipment each belongs with to limit the potential for misplacement.

	Timing Prior to Move
Determine if the moving company will be providing boxes and moving supplies, or if you will be purchasing separately.	150 days / 5 months
If you will be responsible for boxes and supplies, determine quantities required and place order.	120 days / 4 months
Schedule delivery of moving materials to arrive 2 to 3 months prior to your moving date (whether coming from the moving company or an office supplies vendor).	90 days / 3 months
Begin packing non-essential items, archived files and office supplies.	60 days / 2 months
Pack remaining office content except for current work files and critical items needed up until the moving date.	14 days
Employees to pack personal items.	5-7 days
Box equipment that does not typically get daily use (binding machines, laminators, etc.).	5-7 days
Wrap and box telephone handsets and other daily use equipment.	1 day
Final packing of current work files and critical items.	1 day