



# A SMOOTH MOVE HOW-TO GUIDE: EMPLOYEE PACKING CHECKLIST

Developed by Karen Warner, Commercial Relocation Expert

	Boxes	Suggested Items
	<p><b>Smoothmove™ Prime Small</b> 00627 - 16"L x 12"W x 12"H</p> <p><b>Smoothmove™ Prime Lift-off Lid Small</b> 00659 - 24"L x 12"W x 10"H</p> <p><b>Smoothmove™ Classic Small</b> 77142 - 15"L x 12"W x 10"H</p>	<ul style="list-style-type: none"> <li>- drawer contents, including pens/pencils, tape dispensers, scissors, desk supplies</li> <li>- small office equipment including telephones, headsets, calculators</li> <li>- fragile items including small plaques and awards, paperweights</li> <li>- computer peripherals including keyboard, mouse, headphones</li> <li>- office supplies including staplers, staples, paper clips</li> </ul>
	<p><b>Smoothmove™ Prime Medium</b> 00628 - 18"L x 18"W x 16"H</p> <p><b>Smoothmove™ Prime Lift-off Lid Medium</b> 00660 - 24"L x 15"W x 10"H</p> <p><b>Smoothmove™ Classic Medium</b> 77172 - 18"L x 15"W x 14"H</p>	<ul style="list-style-type: none"> <li>- over-sized manuals/binders</li> <li>- over-sized magazines and trade journals</li> <li>- desktop printers</li> <li>- small fax machines and scanners</li> <li>- postage meter</li> <li>- desktop computers</li> <li>- small to medium computer monitors</li> <li>- desk lamps</li> <li>- drawer organizers</li> <li>- inboxes/letter trays</li> <li>- small artificial office plants</li> </ul>
	<p><b>Smoothmove™ Prime Large</b> 00629 - 24"L x 18"W x 18"H</p> <p><b>Smoothmove™ Classic Large</b> 77182 - 21"L x 17"W x 17"H</p>	<ul style="list-style-type: none"> <li>- medium-sized office equipment</li> <li>- large computer monitors</li> <li>- monitor stands</li> <li>- standard easels</li> <li>- medium artificial office plants</li> </ul>
	<p><b>Smoothmove™ Wardrobe</b> 77110 - 24"L x 24"W x 40"H</p>	<ul style="list-style-type: none"> <li>- large easels</li> <li>- easel pads</li> <li>- table clothes</li> <li>- church or school costumes</li> <li>- banners/tradeshow materials</li> <li>- large artificial office plants</li> </ul>

\*Boxes with lids are also ideal for items that won't be unpacked immediately after the move, including items that will stay boxed in a supply room or sent to off-site storage.