



All of our moving boxes have been designed for domestic residential house removals.

The boxes are constructed of high grade, strong cardboard to resist the usual impacts and downward pressures associated with moving house.

Boxes are easy to assemble into sturdy containers and the kits are designed to provide the materials to ensure packing can be efficiently and safely carried out.

The boxes are stackable, so that when loading a removal vehicle or van they can be built up to minimise wasted space and prevent the lopsidedness found with cheaper or free boxes.

To Assemble Moving Boxes

1. Identify the bottom of the box.
2. Fold the two smaller flaps
3. Fold the two larger flaps
4. Seal with packing tape. Put a strip along the joint and at least six inches up the sides.
5. Do not interlock the flaps, as this will weaken the removal box.
6. Mark boxes for your recognition i.e., destination at your new home, contents and your name and box number, if going into storage.

NB. The heavier the item the smaller the box it should be packed in.

Smallest Moving Box

\* These should be used for the packing of tinned food, books, records and delicate china etc.

Medium Moving Box

\* These should be used for breakables, crockery, ornaments, kitchen utensils, lamp shades.

Large Moving Box

\* These should be used for the packing of toys, linen, shoes, soft goods, clothing etc.

Tips and Guide - How To Pack:

China, Ornaments And Breakables

\* Before packing the box, place a layer of screwed-up packing paper approximately two inches thick in the bottom of the box to act as a cushion, then place a layer of strong or heavy china across the bottom, add another layer of china, each separately wrapped in a sheet of packing paper, continue until the box is almost full, then add

another layer of screwed-up packing paper approximately two inches thick before sealing removal box with packing tape and marking.

\* Plates should be packed one on top of the other with a sheet of packing paper between each. Place in the corners of the box with the largest at the bottom and work upwards. Wrap cups, mugs, bowls etc and place in the centre of the box.

\* Cutlery should be wrapped in small bundles with packing paper, all sharp knives facing the same way.

\* Jugs, teapots and items with handles should have extra padding and be packed upright.

\* Do not overfill boxes or leave items protruding from the top, as this will make them harder to handle and increase the risk of damage.

\* Do not make removal boxes too heavy (you may need to move them yourself once the removal men have gone)

\* Boxes with breakable contents should be clearly marked "FRAGILE".

### Bedding

\* Linen and bedding on the morning of the removal should be placed in black plastic liners.

### Unnecessary Packing

\* It is not necessary to unpack chests of drawers or ottomans if contents are not breakable or heavy e.g. books.

### Wardrobes

\* The hanging garments in wardrobes should be left for your removal men to transport in wardrobe box on the day of your removal, however if you are moving yourself a good way is to take approximately ten items on hangers, place a black plastic liner upside down over them with a hole for the hooks to come through, then place packing tape around the hooks of the hangers to keep them together.

### Irons, Fryers, Tea/Coffee Makers

\* Empty, drain and dry out prior to your removal.

### Washing Machines and Dishwashers

\* Un-plumb and drain the day prior to your removal, your removal company will be able to do this for you if you wish.

### Fridges and Freezers

\* Weeks prior to your removal you should try to dwindle any freezer stocks, defrost and drain the day before your removal.

### Cookers and Fires

Disconnect gas and electric cookers and replace fittings with proper plugs and caps, your removal company will be able to do this for you if you wish.

### Hi-Fi, DVD and Computer equipment

\* The drawers should be empty of all disks, as when they are re-started they may jam.

- \* Record players should have the turntable and playing arm secured.

#### Lamp Shades

- \* Once removed from their fittings they should be packed as breakables if glass, plastic liners can be used for ordinary shades.

#### Carpets

- \* Tacks should be removed and the carpet then rolled up, try to avoid bending the carpet as this will make it more difficult to relay, advise your removal company if you are taking any or all of the carpets.

#### Fuel Filled Items

- \* These should be emptied prior to your removal and packed separately and marked with caution, many removal companies are not allowed to carry such goods due to insurance clauses, these may include- paint, petrol canisters, gas bottles (full or empty) garden chemicals etc.

#### "The Kettle"

- \* Do not pack the kettle, cups etc, as removal men often work a lot more efficiently when supplied with tea and coffee at regular intervals.

#### Load Last

- \* Items that you will need immediately upon arrival at your new property (kettle etc) should be placed in a box and clearly marked "Load Last".

#### House Moving Checklist

##### 14-28 Days Before Moving

- \* Relatives and friends- make sure they know that you are moving; go through your address book.
- \* Mail redirection- The post office will forward your mail to your new address for a small fee, at least seven days notice is required.
- \* Telephone- Notify your telecom provider that you are moving and if you wish to take the same number with you, for mobiles notify the service provider.
- \* TV Licence- Telephone or E-Mail them your new address.
- \* Driving Licence- Notify DVLA at Swansea, you will need a form from the post office.
- \* V5 (log book)- Fill in the change of address on the form and send it to DVLA at Swansea.
- \* Home and Car Insurance- Your policy information will have the relevant numbers to call.
- \* Schools- Notify your present heads that you are moving and your future heads of your arrival date.
- \* Hire Purchase- Notify the financier concerned.
- \* Credit Cards and Standing Orders- Notify the banks of your new address in plenty of time.
- \* Council Tax- Notify the councils of your arrival and departure dates.
- \* Legal Advisors- Notify them of your new personal address.
- \* Football Coupons- Notify the collectors.

- \* Window Cleaner- Let him know what date you are leaving.
- \* Milkman- Let him know what date you are leaving.
- \* Mail Order- Notify them of your new address and what date you will be there.
- \* If moving overseas confirm appropriate levels of storage container security are met for valuables.

#### 7-14 days before moving

- \* Life Insurance & Pensions- Notify your local agent of your new address.
- \* State pension- Your Post Office or DSS will arrange a transfer.
- \* National Insurance/DSS- Your local office will need to know where you are going, always quote your national insurance number.
- \* Optician- Ask for your latest eye tests and forward to your new optician.
- \* Doctor & Dentist- Notify them that you are moving and arrange new ones where necessary.
- \* Vet- Get your pet records sent to your new vet.
- \* Pets- Arrange kennels or a cattery during the move.
- \* Bank- Notify them that your are moving change of address forms can be obtained from your local branch.
- \* Premium Bonds- Notify of change of address, the post office will have the relevant forms.
- \* National Savings Certificates- Again the post office will have the relevant forms.
- \* Police- Notify them if you are subject to immigration controls.
- \* Newsagent- Notify them of your departure date, settle any outstanding bills and find a new newsagent in your new area.
- \* Coalman/Gardener- Notify them of your departure date and settle bills and find new suppliers within your new area.

#### 7 Days before moving

- \* Gas- Meters should be read on the morning of the removal.
- \* Electricity- Meters should be read on the morning of the removal.
- \* Water- If metered, read on the morning of the removal.
- \* Giro bank- At least 7 days notice is required.
- \* Sky/Cable- 7 days notice is required.
- \* Local Garage- Notify them that you are moving and settle any outstanding bills.
- \* AA/RAC- Notify them of your new address.
- \* Solicitor/Accountant- Notify them of your new address 7 days prior to your move.
- \* Child Benefit- Contact your local DSS office 7 days prior to your move to arrange transfer.
- \* Blood Donors- Notify them that you are moving.
- \* Library- Return any books on loan and find new a library within your new area.
- \* Items On Loan- Return any items to friends or neighbours.
- \* Dry Cleaning- Collect before you leave and find an alternative within your new area.
- \* Donor Card- At least 7 days notice is required.
- \* Removal Company- Inform them of any problems, which you think will affect the move.

We hope that you find this information useful throughout your forthcoming move and wish you every success in this venture.

Best of luck.

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