

pack it up

your guide to
successful and
safe packing



Packing has never been called one of life's simple pleasures.

It's time-consuming and often can seem overwhelming. But, with the proper planning and approach to packing, you can get moving in the right direction from the very beginning.





you can leave the packing to us

Wheaton agents offer professionally trained packing crews that can assist you in any phase of your move.

This can include:

- a full service approach at both ends of the move
- packing only at the point of origin
- providing advice and the highest quality packing materials designed specifically for packing and shipping
- packing only difficult and/or fragile items
- special packing for sensitive home electronics such as computers and home entertainment components

Also, a thorough inspection of any questionable self-packed boxes will be conducted prior to loading to identify any potential problems. Incorrectly packed boxes can be fixed by you or by one of our trained packers.

Whether you decide to pack yourself or leave the packing to us, your Wheaton agent will provide a **free estimate** to pack all or any part of your goods.



before you

Once you've determined which approach to packing best suits you, keep in mind certain items are restricted and can't be moved.

Restricted materials include:

- Aerosol cans regardless of content
- Heating agents such as Sterno
- Nail polish/remover
- Fire extinguisher(s)
- Any type of gas in bottles or tanks including propane or oxygen
- Paints, varnishes, solvents, thinners and oils
- Ammonia, bleach and other household cleaning agents
- Chlorine granules or powder
- Muriatic acid (also called hydrochloric acid)
- Auto batteries
- Charcoal/lighter fluid
- Matches and lighters
- Ammunition
- Any other combustible product

Note: Read our "What Not To Pack" pamphlet for details and restrictions.

begin

things to consider

Articles not recommended for moving include:

- Stock(s), bonds and securities
- Coins and stamps
- Insurance policies
- Currency
- Jewelry and furs
- Important documents
- Prescriptions

These items should be moved by you. Transit arrangements should be made through your banker for financial documents and currency.

What you'll need

In the most basic terms, you'll need cartons, protective wrap, sealing tape and a marking pen.

About cartons

Cartons can come from a variety of sources including grocery and liquor stores. Make sure cartons are sturdy, in good condition and have tops and lids that can be sealed. If you can't find an adequate number, your Wheaton agent can supply you with the cartons you need at reasonable prices.



let's get

The sooner the better

Moving is stressful. But careful planning and a timely start to packing is the key to a smooth move. In fact, the best tip we can offer is to start packing early in your moving process. By packing as few as three or four boxes a day you'll have more than 100 ready by the end of the month. That might seem like a lot of boxes, but you'll be amazed at the number of cartons you can fill before moving day. By starting early, you can avoid the stress of packing on moving day.

Where to start

A room-by-room approach is the most organized way to begin your packing. Each room should have an established work zone for packing and storing completed cartons.

Begin with the least used items in areas like garages, attics and basements. As these areas are completed, move to other rooms that tend to have less frequently used items. These include guest rooms, family rooms or living rooms. These areas contain many items such as books and collectibles that are not used everyday.

The last area to be packed should be the kitchen. Many items here are used on a daily basis — right up to moving day.

started

planning makes perfect

General packing

Your Wheaton agent stocks a variety of materials and cartons specially designed for moving. These can be purchased for all your needs or for specific items:

- *Dishpack* — Designed for fragile items such as dish and glassware
- *Wardrobe cartons* — Allows clothes to be hung on a metal bar
- *Mattress cartons* — Protects mattresses from damage and dirt
- *Mirror or picture cartons* — Made to adjust to different sized pictures, mirrors and other fragile, flat items



let's get **started**



Most household items — with the exception of blankets, towels and sheets — will need protective wrapping. Be sure to use 3-to-4 inches of crumpled packing paper on the bottom and the top of each carton. While standard cartons are adequate for many household items, we recommend the dish-packs available through your Wheaton agent for fragile items such as dishes, china and other breakables that need extra protection.

Other materials needed for packing and moving

Tape — High quality packing tape is a worthwhile investment. Plastic PVC or strapping tape are the best types for packing. Tape should be 1.5-to-2 inches wide. Strapping tape contains filament strands for added strength and durability.

Marking pen — Your pen is almost as important as what you write with it. Select a heavy permanent ink marker and on top of the carton print the main items you've packed inside. On the sides of the carton, indicate which room it's supposed to go into. If something is fragile, don't be shy about writing "**Fragile**" on all four sides. If you're moving liquids (only those approved for moving) mark all four sides with "**This End Up**," and draw arrows in the right direction. It's also a good idea to write your last name on the side of each box to help the driver identify your cartons at unloading.



Protective wrap

There are two types of protective wrap — newsprint and bubble wrap. A good understanding of how to use each will go a long way when it comes to protecting your belongings.

Newsprint — One of your primary packing materials should be newsprint — newspaper that hasn't been printed on. You should never use regular newspaper for packing because the ink can damage the items you're packing. Newsprint provides a clean surface and can be used for almost all of your packing needs. Sheets of newsprint can be purchased from your Wheaton agent.

Bubble wrap — For items that require extra protection, bubble wrap offers greater cushioning.

FYI – While the standard type of carton may be adequate for many household items, the dishpacks that are available through your Wheaton agent are highly recommended for fragile items. They are extra sturdy and provide an additional level of protection for your breakables.



how to

Plates and flat china

Larger items should go on the bottom of the carton, smaller ones toward the top. Each piece should be wrapped individually with several pieces of newsprint. Next, wrap three-to-five previously wrapped plates together with a double layer of newsprint. Stand each bundle on its edge—never lay them flat. Add additional layers of crumpled paper between bundles. To create a second level, add another 3-to-4-inches of crumpled paper. Often, it's helpful to add a cardboard divider between levels.

pack

protect your breakables

Glassware and crystal

Always wrap these pieces individually and never put one piece of glassware inside another.

Glassware and crystal should make up the top layer of your carton and should be packed rim down.

Especially fragile items should be packed in a separate carton surrounded by cushioning.



Reminder – Bowls should end or flat. Place glasses

Bowls

Wrap bowls individually and nest 2-to-3 together, then wrap as an entire package. Bowls should be placed on end or flat. Continue to add layers the same way you did for plates and china.



*be placed in the carton on
and cups rim side down.*



Glasses and cups

Individual wrapping is key. Cups with handles should be cushioned with another layer of paper. Pack with rims down, cushion and layer just like glassware or crystal.

how to **pack**
protect your breakables

Reminder – Never pack foods or aerosol products, restricted items.

Mirrors, glass/marble tabletops, pictures and paintings

You should purchase special cartons for all but the smallest items in this category. Mirror and picture cartons can handle most of your items. Only one article should be packed in each carton. Consider professional crating assistance for oversized or especially heavy items such as tabletops.



perishable items, frozen

See page 2 for a list of



Lamps

Remove shade, bulb and harp assembly. Double wrap the bulb and harp assembly. Wrap the base and cushion it in a dishpack or similar box. For lampshades, select the carton size as close to the shade measurements as possible. Pack only one shade per container. Don't use crumpled newsprint inside or around the outside of the shade. Glass lampshades and chandeliers should be professionally packed in sturdy crates.

how to **pack** appliances & electronics

Major appliances

Many appliances require servicing, disconnecting and preparation before moving. Upon request, your Wheaton agent will gladly schedule a third-party to provide these services on your behalf. You may be able to perform most of the requirements yourself.

Refrigerators and freezers should be emptied of all food. Shelves should be either secured in place or detached and wrapped. The electric cord should be unplugged and taped to the back. Ice makers should be disconnected from the water line and drained in advance.

Washing machines should have all hoses disconnected and put in a carton. If you elect to place hoses in the tub or drum, be sure to wrap the metal couplings with cloth or paper to avoid damage to the tub's surface from bouncing or vibration. The electric cord should be unplugged and taped to the back. On a top loading washer, the washer drum should be secured. Ask your Wheaton agent for advice on the best way to do this. The drums in front loading washers must be secured with bolts provided by the manufacturer. If the bolts have been lost you should contact your local dealer.

Dryers should have the vent hose removed. The electric cord should be taped to the back.



Small appliances

Clocks, radios and other smaller appliances should be

individually wrapped and packed along with linens or towels or surrounded with crushed paper for protection.

Electronics and grandfather clocks

Original manufacturer's packaging provides the best protection for moving electronic goods. If these are not available, large or medium cartons should be used and the item well wrapped and cushioned. Larger home electronics, such as plasma, LCD and flat panel televisions, should be packed in the original container if possible. If the original packaging is not available, the monitor or television should be wrapped and crated for maximum protection. Once packed, it will be loaded as a standard item. Computers and grandfather clocks require special pre-move preparation. Consult with your Wheaton agent to determine requirements for moving these items.

taking **Care** of everything else

Draperies and curtains

Wardrobe cartons are excellent for hanging curtains and drapes. If wardrobes aren't used, pack folded curtains and drapes in cartons lined with clean newsprint.

Bedding

Mattresses must be covered for protection from soiling and damage. Appropriate sized mattress boxes are recommended and are available from your Wheaton agent.

Books

Pack books in smaller boxes with open edges alternating with the bindings. Try to pack books of similar size together. Hardback books, or books with fragile covers, should be wrapped for protection.



Flowers and plants

Live plants and potted flowers will likely not survive a long distance relocation and are generally not moved. Check with your Wheaton agent for specific rules regarding these items. Artificial flower arrangements should be carefully wrapped and packed in individual cartons. If possible, secure the arrangement to the bottom of the carton. Cushion and label appropriately.

Tools

Any power tools containing gasoline or oil **must** be drained before moving. Long handled tools can be bundled. Hand tools should be wrapped and packed according to general packing rules.

on moving day identify essentials

While virtually everything should be prepared for moving prior to moving day, there are some items you'll need to keep with you at all times. Plan on packing two cartons you'll bring with you so you have access to their contents at any time during your move:

The Moving Out Carton — Anything you need on moving day should be kept here. This includes towels, toiletries, tissue, personal items and anything else you'll need to access at a moment's notice throughout your move.

The Moving In Carton — What do most people need immediately? A little bit of everything. Consider including a screwdriver, a utility knife to cut packing tape, first aid kit, instant coffee, snacks, light bulbs, paper plates and cups, plastic eating utensils, paper towels, toilet tissue, etc.

We hope this guide helps move your packing in the right direction. We firmly believe a quality approach to packing is one of the first steps to a successful moving experience. If you have any additional questions, call your Wheaton agent.



The information contained in this booklet is intended as a general outline of procedures, generally accepted in the moving industry, to assist customers who wish to perform their own packing and servicing. Please note, however, Wheaton World Wide Moving, does not accept any responsibility or liability for loss or damage resulting from an act, omission or order of the shipper. Wheaton World Wide Moving can provide full service (including packing and servicing) for which we assume responsibility under the valuation plan you select.

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