



PACKING & MOVING TIPS

The services that we provide include packing, moving, and unpacking. So when it's time for you to move and you're searching for movers in North Carolina...

Personal Touch Movers are ready to help!

Planning your move is a critical element to having a successful move whether it's across town, across the state, or simply to another floor in your apartment complex or office building. To help you in your role in accomplishing a successful move we are providing you with this checklist. Following this checklist will help ensure that your move is as stress-free and organized as possible.

PREPARING TO PACK

- ⤴ Get rid of unwanted items; have a garage sale
 - ⤴ Dispose of flammables: paint, gas cylinders, etc.
- Empty fuel from mowers, trimmers, clippers. We do not transport flammables.
- ⤴ Clothes- haven't worn them in a while? Donate them to a thrift shop.
 - ⤴ Have rugs cleaned.
 - ⤴ Personal documents- birth/marriage/divorce certificates, passports, etc. keep separate in a file
 - ⤴ Warranties, instructions- store in a file
 - ⤴ Electrical items- stereos, t.v.'s; pack in original boxes if available
 - ⤴ Have scissors, utility knife, magic markers, tape, boxes, notebook (to create a log with box contents) in place.

PACKING MATERIALS

- ✧ Use only strong corrugated cartons with covers.
- ✧ We can supply you with specially made cartons for items such as mirrors, paintings, glass tops.
- ✧ The added protection from mover provided cartons may avoid damage that can occur with poor quality packing materials. You may also collect boxes from grocery or liquor stores. **BEWARE** that insects and their eggs can be hidden in boxes that food has been packed in.
- ✧ Save newspapers for packing, but beware that ink can rub off onto clothing and other items.
- ✧ Items that are useful: plastic bags, labels and a notebook to list box numbers and contents, peanuts-styrofoam-popcorn, tissue or craft paper, corrugated paper rolls for figurines and other breakables, paper plates for placing between plates.

PACKING SPECIFIC ITEMS

- ✧ **Medicine-** Seal caps with masking tape, wrap and pack upright in small cartons.
- ✧ **Mirrors/paintings/pictures-** Be sure to let your movers know about items that need special care. For these items wrap mirrors, pictures, paintings and frames and place on edge in cartons. Place large pictures and paintings on edge in heavy cardboard containers. Large wall or dresser mirrors will be taken down by the movers and placed in special cartons. For added safety, place tape diagonally across mirror to protect better against damage. **Do not** place newspaper directly against paintings.
- ✧ **Personal computers and video recorders-** Pack electronic equipment in original cartons when available. Otherwise, use strong corrugated cartons and place protective padding on the bottom of the carton. Wrap an old blanket or protective pad around the item and place it in the carton. Place additional padding between the carton and the item. Wrap cords separately, label them, and place them in a plastic bag separate from delicate surfaces such as computer screens. Non-detachable cords should also be wrapped. Place cords between the padded computer or other electronic components. Be sure your personal computer is "parked" and ready for transport.
- ✧ **Silverware-** Wrap each piece in cloth or low sulfur content paper to prevent tarnishing. Use an old blanket or moving pad to wrap them and prevent scratching the silverware chest.
- ✧ **Tools-** Drain fuel from power tools We do not ship flammables under any circumstances. Pack tools in small, strong cartons. Wrap separately if valuable.

- ⤴ **BBQ grills & propane tanks-** Wrap grates and briquettes separately in a newspaper (or place briquettes in a grocery bag, and place parts in carton. Pad carton with paper to reduce movement of contents. We **do not** move propane tanks; contact your local gas grill distributor for information on safely moving.
- ⤴ **Canned goods & non-frozen foods-** Pack upright with no more than 24-30 cans per carton. **Do not** attempt to move perishables. Wrap glass containers and boxed foods individually and pack in small cartons.
- ⤴ **Frozen foods & plants-** If your shipment is being transported more than 150 miles and/or delivery will not be accomplished within twenty-four (24) hours from the time of loading we cannot ship these items. Frozen food packed within these guidelines must be packed in a freezer which at time of loading is at normal deep freeze temperature.
- ⤴ **Clocks-** Remove or secure pendulum in large clocks. Grandfather clocks should be prepared for moving by expert servicemen.
- ⤴ **Drapes & curtains-** Hang drapes over crossbars in wardrobe cartons, or pack folded in clean cartons. Remove curtains from rods, fold and pack in cartons or dressers.
- ⤴ **Lamps & lampshades-** Remove bulbs, harps and shades. Roll up cord. Pack lamp with bedding or wrap separately and place upright in clean tissue lined carton. Wrap harp and finial (decorative knob) with packing paper and tape to inside wall of carton that contains shade. Wrap shades in tissue not newspaper and place upright in large tissue lined cartons.
- ⤴ **Glasses & stemware-** stuff glasses and stemware with crumpled tissue or packing paper. Lay on the corner of packing paper and roll it one or two full rotations, pull sides of packing paper up and over the glass/stemware and continue rolling to the far corner. Corrugated paper rolls or cellular boxes maybe used for added protection. Place glasses and stemware toward the top of your box, heavier items should be placed toward the bottom of the box. Glasses & stemware should be place in an upright position not on its side. Always mark boxes "fragile" if the contents are breakable. Regardless of what you are packing, you should use crumpled packing paper in between each layer to ensure a snug fit when there is a gap.
- ⤴ **Dishware-** Select a medium size carton or mover supplied dish pack and line the bottom with crumpled packing paper. Place wrapping paper on a table, place one plate in the center of the paper, grasp a corner on several sheets of packing paper and pull the paper over the plate until it is completely covered. Stack a second plate and repeat; third plate and repeat. Turn wrapped plates upside down on the packing paper. Re-wrap the entire bundle with one corner of packing paper and pull two sheets over the bundle, turning corners into the center of plate, secure with packing tape. Place the dish ware in a medium size box with the plates standing on edge. Use the same process for saucers, bread and butter dishes, etc.

✧ **Cups-** Place wrapping paper on a table, and position a cup 6-8" from one of the corners. Pull near corner of the paper up and over the cup. Nest a second cup directly on top with handle to the left. Pull the two side corners up and over, one at a time, and tuck corners inside the top cup. Hold the bottom and top cups in position and roll cups to the remaining cover. Fragile mixing bowls can be rolled in the same manner. Delicate cups, fine china, antique glass should be wrapped one piece at a time and should be stuffed with crumpled tissue.