



Preparation Checklist

Be Prepared

Many people prefer to have their belongings packed professionally to avoid risk of damage. Your Advantage Moving & Storage representative will be happy to discuss packing options with you.

Self Packing

If you choose to pack yourself, you are responsible for ensuring items are properly protected, secure, and are not at risk of damage. You may be asked to repack a box if it is deemed susceptible to damage. There is an additional charge if you choose Advantage to do your packing.

Getting Ready

Designate a workplace. If there is a spare room available, consider setting it up as your packing headquarters. A large table covered with a heavy blanket or mattress pad provides a good, firm work surface. It may be helpful to have a second table nearby for soon to be packed items. You will need boxes, newsprint (unprinted newspaper for wrapping), bubble wrap, tissue paper, packing tape, a felt marker, scissors, and newspapers. Ink from newspaper transfers; newspaper should be used for over wrapping or cushioning only and hands should be washed frequently to avoid rubbing transferring ink.

Security

Our employees wear uniforms and identification; our drivers are drug tested, and professionally trained.



Box Sizes

The boxes you use to pack your household goods are important. In order to minimize damage, select boxes suitable for your items. Make sure that you are not packing boxes too heavy as they can break open, or too light as they can crush when stacked. *Note: As the size of the box increases, the weight of each item should decrease.*

- **1.5 cubic foot box** (Book or Small Carton)

This is the smallest general-purpose box, used for items such as books, CDs, DVDs, tools and canned goods.

- **3.0 cubic foot box** (Medium Carton)

Known as the “workhorse” of boxes, smaller, heavier items are packed into this box. Small kitchen appliances, lamp bases, pots, and pans and small outdoor tools are suitable for packing.

- **4.5 cubic foot box**

This box is used for non-hanging clothes, linens, larger lamp bases, lamp shades, unbreakable kitchen goods and toys.

- **6.0 cubic foot box** (Large Carton)

The largest general-purpose box, this box is used for lightweight, bulky items including stuffed toys, pillows, and winter coats.



Speciality Boxes

- **Dish Pack (Barrel or Dish Barrel)**

Multi-layer construction makes this the safest and strongest of all boxes. Dish Packs are recommended for all breakable kitchenware; china, and crystal

- **Mattress Carton**

All mattresses must be transported in boxes. King size box springs will require either twin or king boxes, please consult your Advantage representative.

- **Mirror Carton**

Mirror cartons are expandable boxes used for mirrors, pictures, and small glass table tops.

- **Wardrobe Cartons**

This box is constructed so that hanging clothes will remain hanging during the move.

- **Specialized Cartons and Made-to-Order Crating**

Specialty containers are available for items such as high-end TV's, golf clubs, and grandfather clocks. Made-to-order crates are recommended for extremely fragile pieces. Please contact your Advantage representative for additional information on these services and containers.



How to Pack

• China and Glassware

Advantage recommends using dispacks for china and glassware. Place plenty of cushioning material to bottom of carton and between layers. Wrap each item in several sheets of clean paper. Begin wrapping items from the corner of the paper, tucking the edges as you roll. Place in box with rims down. And always remember, the heavier pieces go on the bottom.

Plates should be wrapped individually using several sheets of paper. Start from the corner, wrapping diagonally, continuously tucking in overlapping edges. Bundle four to six plates in double layer of newspaper. Place bundles in a row, standing them on edge. Surround each bundle with crushed paper, being careful to leave no unfilled space.

Stand shallow bowls on edge. Deep bowls are (such as mixing bowls), nested two or three together, on their rims. Wrap sugar bowl lids in tissue, turning them upside down on the bowl before wrapping them together. Place sugar bowls, pitchers, and similar pieces upright in the carton, being careful to cushion firmly.

Cups and glassware should be wrapped in a double layer of paper and placed on rims, in a row, on upper layer within the box with all the handles facing upwards in the same direction.

• Silverware

Loose flashware may be wrapped either individually or in sets, in clear plastic or tissue. If the silverware is in a chest, you still may want to wrap the pieces individually and replace in the chest. Fill in all empty spaces in the chest with tissue paper or paper toweling.

• Silverplate or Sterling Silver

Since air causes silver to tarnish, all silver pieces should be completely enclosed in fresh, clean tissue paper or plastic wrap. Silver bowls, tea sets and serving dishes should be carefully wrapped as fragile items and packed the same as china.



- **Books**

Because books are heavy, be sure to use small cartons. Pack on edge, alternating bound edge to open edge. Pack books of same general size together.

- **Lamps**

After removing the light bulb, wrap the base, harp and bulb separately, in newsprint, and place together in a box, filling spaces with crushed paper. Carefully wrap each shade in three or four sheets of fresh tissue paper, a pillow case or large lightweight towel. Large, Tiffany-style lamp shades and chandeliers should be created by a Advantage professional.

- **Glass Table Tops, Marble Slabs, Mirrors and Art**

It is best to consult with your Advantage representative about obtaining custom-made cartons or crates for these items. All are easily damaged; glass may shatter, marble slabs can crack at veins and paper should never touch the surface of oil paintings.

- **Clothing**

Footwear may be left in shoe boxes and place in large size boxes. Shoes may be wrapped individually, then in pairs. Footwear should be cushioned to avoid damage occurring to high heels or ornaments. Do not pack heavy items on top of shoes.

Leave clothes on hangers and transport in Advantage wardrobe cartons, which can be purchased from your agent. You may remove garments from the hanger, fold and place in a suitcase or lined box. Some lightweight clothing such as hosiery and lingerie may be left in dresser drawers.

- **Linen and Bedding**

Because linens are lightweight, they can be used for padding for delicate items or folded and placed in larger, lined boxes.

- **Draperies, Curtains, and Rugs**

Draperies and curtains may be folded and packed in larger lined boxes. An alternative is to place the items on hangers in a wardrobe carton. Leave rugs on the floor for the moving company to handle unless they have just returned from the cleaners. Carpets will be rolled and stretch wrapped prior to placing them on the truck.



- **Photographs and Valuables**

If possible, carry all valuables and photos with you to your new destination. Photos are best protected in albums; any framed photographs should be wrapped and bundled similar to plates. Loose photos should be secured and protected from damage. Advantage suggests packing photographs in separate boxes for shipping.

- **Small Appliances**

Small clocks, radios and similar items can be packed in the same carton or with the linens. Wrap items individually using several pieces of paper, and place in the packed box with plenty of crushed paper.

- **Large Appliances**

Large appliances must be served and dry before shipping. Be sure to discuss this with your Advantage representative.

- **Tools**

Hand tools may be left in tool boxes, fill spaces with crushed paper, or the tools may be packed according to general packing rules. Always use small boxes because tools are generally heavy.

- **Food**

We suggest you use or give away food in your pantry. We do not ship anything that is perishable.