

## CUSTOMER , SELF PACK PREPARATION

Dear customer

**We hope you find some or all of our information helpful in packing your items more easily, efficiently & in plenty of time prior to your removal day.**

We are here to make your removal day as smooth & trouble free as possible & strongly believe that advance preparation & planning can greatly reduce your stress levels on your move day.

It is a good idea to start pre-packing as soon as possible anywhere between 3 to 5 weeks prior to your removal date.

**MATERIALS NEEDED** : Good quality packing boxes & packing paper, bubblewrap, strong plastic bags, 2 inch parcel tape, permanent marker pens & sticky labels.

We can supply & deliver all the materials as above if required. Please contact our office to place your order.

**1** : Before you start , write down or identify the items **you must not pack** .For instance if your going to storage you will not be permitted to store **any flammable liquids, meths, petrol, alcohol or pressurised containers**. Other items will include any **foodstuffs, ammunition, gas canisters, batteries, matches, paint & any liquids**.

**Also any items which are in daily use will have to be left to the day before the move but try to minimise these items as much as possible.(Write a list if needed)**

**BOXES**: Remember to order enough boxes of good quality "double wall" construction. They are an excellent investment to help ensure the safe carriage of all your treasured household items. It varies on each household but we have provided a general guide as below for how many boxes you will need.

a) 1 bed house, 30 mixed sizes. b) 2 bed house, 60 mixed sizes c) 3 bed, 90 mixed sizes  
d) 4 bed & up , 120 mixed sizes & upward.

**2** : Now you know where to start, tape the bases of your boxes firmly together. Having a around 2 or different sizes of box will be helpful to cope packing all the different items you have .

**PACKING**: Always use the correct size of box for what your packing.  
Avoid over packing boxes with goods & try to avoid having lots of things sticking out of the top of the box.  
Your goods are much safer if the boxes are all flat on top & lids taped down.

**3** : Use the **A,B,C system** for identifying all your priority & non priority items that you will need when unpacking in your new home ;

**A** would be for all essential items that must be unpacked first for your 1<sup>st</sup> night in your new home.

**B** is for medium priority items that can be unpacked a day or so later.

**C** is for low priority such as out of season items or for storage or loft.

**Always** clearly label each box , stating who it belongs to & which room it's to be delivered to. A brief description of what's inside as well as an **a, b, c** will help you find exactly what your looking for straight away .

**BOOKS**: Use a small to medium size box & pack them tightly to avoid movement & test for weight. **Remember if you can't lift them then we will struggle too.**

**FRAGILES**: Always mark "**TOP**" & "**FRAGILE**" on boxes to ensure they are **not** placed upside down by mistake & that they are given more care when being packed in removal vehicle.

Delicate & fragile items always demand more time & respect to pack them safely. Plenty of cushioning at the bottom of your box is essential.. Crunched up papers, bubble wrap , house linen or cushions can be used. Using clean white paper or bubble wrap , carefully wrap each fragile item always starting with the bulky , awkward & heavy items at the base of the box first. Finish your first layer, ensuring proper packing between items then use more crunched up papers to form a cushion between your 1<sup>st</sup> & 2<sup>nd</sup> Layer .

Continue with this process, packing the lighter & more delicate items as you get close to about ¼ to ½ an inch from the top of the box. Fill the last space on top with crunched papers & this ensures nothing will put pressure on any of the items inside the box.

**LAMPS** : Always remove the shade, finial & bulb from lamps & carefully pack them in a suitable box. To save space you can sometimes fit a number of shades inside each other of varying sizes with paper between them.

**PICTURES**: Carefully wrap each picture & place vertically into suitable sized boxes ensuring plenty of packing at base of box & making sure there is nothing pressing on the glass of pictures. Pairing pictures of equal sizes to be packed is the best but ensure there is adequate packaging between them. Finish as before with extra crunched papers to fill void at top of box. Pictures too large for boxes can be individually wrapped with bubble wrap or blankets. Remember to write FRAGILE & note which side the glass is on. Cardboard can also be used if you are extra concerned about certain ones.

**ELECTRICAL ITEMS** : Rain is an enemy we need to guard against as we never know what the weather will be like on your moving day. (Well, especially in Scotland) To avoid a gamble, it is best to ensure all electrical items are packed away. Larger items like t.v 's , fridges,washers,microwaves & so on would be handled & packed by us.

**COMPUTER EQUIPMENT**: Make sure you've backed up all your data before dismantling systems. Always ensure each piece of equipment is safely put back in it's original box if you still have them. If not, just use your own boxes & ensure each item is well packaged & secure for transport.

**KITCHEN** : Pack as much here as you can prior to removal day leaving just the essentials to pack in the morning. Crockery,cutlery,toaster,etc can be quickly packed after breakfast. Remember to leave the kettle, tea, coffee, sugar & mugs etc for refreshment during the day & and any necessary foodstuffs. Make a **"last out"** box which can be packed at the end & taken to the new house for immediate use. Other important items to include are toys for kids, map, torch, matches, light bulbs, cleaning materials, first aid kit, medicines, tool box & any pet essentials.

**DISMANTLING** : If you've arranged with us to do this work then not to worry it will be on the foreman's job sheet & we will take care of it.

**WHITE GOODS** : Our men **cannot** disconnect or connect any electrical or plumbed item. This should be arranged to done by a trained professional if needed. We also require a disclaimer form to be signed if you require us to slide or position white goods into recessed places or under worktops. This is because of sometimes unavoidable damage to delicate floorings such as linoleum and wood or surrounding units. Remember to defrost freezers at least 24 hrs prior to removal if required & fit travel bar to washing machine especially for long distance moving.

**STORAGE** : Essential cleaning & drying of fridges & freezers must be done to ensure they are fit for storage. It is advised that rugs & carpets are also hoovered prior to storage. Please tell us or label any item or items that you may need access to so that we can make them easier to find , should to wish to visit our depot. It is also advised to remove all batteries from remotes & toys etc. to avoid possible leakage & electrical shorting.

**BLACK BAGS** : Strong black bags can be useful for packing any soft items like cushions & duvets etc. & they will save you on amount of boxes used. They can then be labelled with which room they came from..

**LOFT** : We can only take items down or lift items into lofts if previously agreed & on the basis of their being a suitable ladder for access & that the area to be walked on is fully lit & floored.

**GARAGE & SHEDS** : Any mowers or strimmers etc will have to have the petrol emptied prior to removal or storage. Any paint or flammable liquids cannot travel in Removal Vehicle or be submitted for storage.