

# SAVING TIME AND MONEY WITH YOUR MOVE

## If you are packing your possessions yourself

- Use only standard tea chests and book boxes obtained from your removalist
- If it fits in a box, put it in a box
- Use nothing smaller than a book box
- Striped shopping bags and heavy duty garbage bags are acceptable for soft items such as bedding or clothes
- Do not use archive boxes as they are not strong enough
- Do not pack in open top boxes or baskets
- Use butchers paper not newspaper as it may mark your possessions
- Fill boxes to 5cm from the top and fill with crushed paper to ensure the contents do not move within the box
- Firmly tape flat the top and bottom of boxes
- If you cannot lift the box when full by the open flaps without them ripping it is too heavy
- Spread weight amongst boxes; have two or three boxes open at a time while packing.
- Wrap small and fragile items
- Pack glasses, china and other fragile items in book boxes
- Pack books, magazines and CDs in book boxes
- Remove shades and globes from lamps and pack in a box
- Plastic storage boxes are prone to breakage and are best in a box if possible or empty with no lid
- Wrap paintings and mirrors and pack vertically in boxes. Mark box "PAINTINGS – KEEP UPRIGHT". If they are too big for a box we will wrap them
- Remove bed legs and fittings from bedrails, tape slats
- Remove mirror arms from dressing tables
- Clean and wrap barbecue plates and burners and pack in a book box
- Stack boxes away from furniture so that our removalists have easy access to furniture
- Clearly mark the room destination on top and at least one side of every box
- Check your insurance cover - self packing may not be covered by your insurer

## Preparing for your removalists

- **Furniture** - remove cobwebs, dust; do not polish or oil
- **Fridges & freezers** – empty, clean, dry and secure according to the manufacturers' instructions
- **Washing machines** – disconnect, drain, dry and secure according to the manufacturers' instructions
- **Tools** - sheathe saws, axes, forks, picks etc. Tape items into manageable bundles
- **Paint, chemicals and unemptied gas bottles** – we cannot move these
- **Plants** – do not water. Remove mulch and pebbles. For ceramic or concrete pots over 500mm high or wide, remove plant, place plant in hessian bag and secure the top of the bag
- **Access** – trim or tie back trees that overhang your driveway to enable free access for our trucks; remove moss and mould from paths and steps

## Prior to your move

- Advise neighbours if their access is to be affected.
- If our removalists are unable to park on your property, secure a suitable loading area as close as possible to your house - 3 to 5 parking spots

## On the day of your move

- Have a large and small box open and ready for any items left lying around
- Pack yourself a survival kit with first aid kit, toiletries, tea, coffee, milk, snacks, cups and other drinks
- Have mop or sponger to clean up water leaks from fridge, freezer or washing machine

## On arrival and unpacking

- Be available to advise your removalist where you would like your possessions placed
- Slice tape on boxes with a knife - damaged boxes are not refundable

