

## Packing Tips - 8 Easy Steps

*To help you if you are packing your own cartons/boxes*



1. Place carton upside down and fold leaves inwards opposite to opposite.

*\*Do not overlap*

2. Affix with tape along and beyond the seam of the last two leaves to secure carton.

3. Turn carton up the correct way.

Use crumpled paper or soft material to line the bottom of the carton.

4. When packing breakables, wrap in paper and place heaviest items (plates, saucepans, etc.) at bottom of carton. Plates to be packed on their sides. When first tier finished place layer of crumpled paper to prepare for next level (saucers, mugs, etc.) layer again and finish off with glasses and ornaments. If space at top of carton, finish off with towels, linen or crumpled paper. Fill to very top.

5. Fold leaves in as before and secure with tape.

6. Write any relevant information (name, contents, etc.) in permanent marker on the tape that is securing the top of the carton.

7. Pack books, records, bottles and tins into smaller cartons. Always keep bottles and liquids upright.

8. Use strong bin liners rather than cartons for duvets, pillows, cushions, etc.