



Self Packing Guide

If you have chosen a self pack move this useful guide aims to help you wrap, pack and protect your belongings in preparation for your move.

Please contact us if you would like to purchase packing materials we supply superior quality materials at affordable prices. We are here to help and if you need any further advice and guidance or if you feel you need any help with the packing please do not hesitate to contact us.

What materials will I need?

- A selection of double walled small, medium and large removal boxes, wardrobe cartons for your hanging clothes
- Packing tape
- Scissors
- Marker Pen
- Packing paper – Avoid newspapers as the print can leave marks on your items
- A clear surface to pack on i.e a table

Choosing the correct size box

Choosing the correct size box for your items will ensure your possessions are correctly protected and that the boxes are not overweight.

Box Size	Used For	Typically Holds
Small Box (Pack of 6)	Books, cans, records, bottles, paperwork and other small heavy items	A shelf of books or 12-15 bottles of wine
Medium Box (Pack of 2)	China, glassware, pots and pans	Contents of single kitchen cupboard
Large Box (Pack of 3)	Bedding, soft toys and other light large items	Bedding from single bed



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Assembling your boxes

- 1.** Once you are ready to start packing select a box fold in the smaller flaps first then fold the larger flaps
- 2.** Push the sides of the box together so the flaps are touching and tape the seam. Start **6** inches on the side of the box and continue across the seam and **6** inches on the opposite side.
- 3.** If you are filling the box with heavy items like books or china and glassware we advise to put another **2** pieces of tape **3** inches from the centre seam this will give the box extra strength
- 4.** Turn the box over so the open end is facing up, its important to fill the box so there is no void, you can always use pillows or scrunched up paper to fill any void. Once the box is full fold in the flaps and tape along the seam, remember to label the box with the room it is going to and a brief description of the items that are in the box.

Packing Kitchen Boxes

The most common box to use whilst packing your kitchen items will be a medium box (pack 2), Make sure that you pack fragile items together and ensure the weight inside the box does not get too heavy.



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How to pack the box

- 1. Once you have assembled your box line the bottom of the box with a layer of scrunched up paper you could also use tea towels, oven gloves or aprons for padding.**
- 2. Load heavy items at the bottom of the box and lighter items on top, plates make a great base layer with bowls or cups on top.**
- 3. Fill any empty space with scrunched up paper to prevent any movement inside the box, if you gently shake the box and it rattles you will need to put in some more paper.**
- 4. Seal the box across the top seam with tape. Remember to label the box with the room it has come from and a brief description of the items inside. This will make the unpacking process far easier.**
- 5. If the contents is fragile make sure you indicate this largely on the top of the box so our team know this box needs to be placed in an appropriate loading position.**

Wrapping China & Glass - Plates

- 1. Make up a medium box (Pack 2) put a layer of scrunched paper in the bottom of the box for cushioning**
- 2. On a flat surface layout some packing paper.**
- 3. Place a plate in the center of the paper.**
- 4. Take 2 pieces of paper and fold in one corner so it covers the plate, now fold the remaining corners in. Place another plate on top and repeat the process, you should now have 2 plates securely together.**
- 5. Gently place the plates into the box, the plates should be place vertically on their edges rather than layed flat, this will give the plate the maximum amount of strength during transport.**
- 6. Fill the bottom of the box with plates, Then place a layer of padding paper on top of the plates, Fill the next section with cups of glasses.**



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Wrapping China & Glass - Glassware

- 1.** Place glassware on top of plates, make sure a layer of padding paper is added first.
- 2.** On a flat surface layout some packing paper, place the glass on its side diagonally across the paper, bring the glass to the corner closest to you, pull up the corner and wrap it around the glass, roll the glass away from you, wrap in the excess paper at the sides and continue rolling until you reach the end of the paper.
- 3.** Repeat the process with a second sheet of paper to provide extra protection.
- 4.** It is very important to place the glass vertically into the box.

(Medium box - pack of 2)

Top tips for packing your kitchen

When wrapping knives, if they come in a knife block wrap this together with the knives in the block for safety, if you do not have a knife block we recommend that you wrap sharp knives in 3 sheets of wrapping paper (see method for glassware) then clearly write a warning on the paper.

You can utilise space in your pans by filling the pan with smaller items, then invert the lid and wrap.

Items with handles will require extra protection, fold a piece of packing paper length ways fold again until you have around 1 inch, wrap this around the handles to give extra protection, use tape to hold in place if necessary, then wrap the item.

Don't forget to always fill the box to the top, don't forget you can use tea towels, kitchen rolls, aprons or packing paper as a protective layer or not fill voids in boxes.



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Packing food

1. When packing cans or bottles use a small box (pack 6) for general items use a medium box (pack 2)
2. When packing bottles follow the guide for glassware and pack the bottles tightly in the box to avoid any movement
3. Tape any open boxes of food and tape any lids for bottles that hold oil or other liquids
4. Do not pack perishable items if the items are going into storage or are going abroad
5. Remember to check the weight of your boxes whilst packing
6. Always label the box with the room it is going to and a brief description of the items inside

Top tip: Pack a food, snacks & drinks bag for your moving day for you and your family.

Packing clothing

1. If you are moving within the UK you can leave your hanging items in your wardrobe, our team will place these into our heavy duty plastic wardrobe cartons ready to transport to your new home.
2. Garments in drawers should be folded and placed into a medium box (pack 2) we advise not to leave drawers full of clothes during transport as the vibrations combined with the weight in the drawers could lead to the bottom of the drawers failing
3. Shoes should be placed at the bottom of a medium box (pack 2) bags or light items can be placed on top.
4. Hats can be left in hat boxes and placed into a medium box (pack 2) if you do not have a hat box we suggest packing the crown of the hat with packing paper, please make sure that no heavy items are placed on the hats.
5. Remember to label each box with where it is going into your new home and a brief description of the items inside the box.

Top tip: Pack an overnight bag for you and your family for your first night and the next morning, don't forget to pack toiletries!



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Packing books

- 1. Sort your books out by hard cover and paper back, we advise that once you have done this you sort the books into sections of the same size.**
- 2. Place the books in their group into the box, books can be stacked either vertically or horizontally. We suggest vertically stacking your hard covers into the box then using paperbacks horizontally on top to fill the box.**
- 3. If you have expensively bound books or books of particular value we recommend these should be individually wrapped in packing paper before placing them into a box.**
- 4. Remember to fill any voids inside the box with packing paper this will help protect your books**
- 5. Remember to label the box with the room it is going to in your new home along with a brief description of the contents inside**

Top tip: If your books have come from a bookcase label each shelf with a number from top to bottom, try and load a shelf or 2 into a small box (pack of 6). Label the box with which shelf they came from. This will make unloading your boxes far quicker.

If you require any more guidance on the packing process please do not hesitate to contact us, We are here to help at every step.



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