



City Coast Removals

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PACKING CARTON TIPS

Below are some useful tips to help you with packing cartons

1. At a comfortable working height e.g. a dining table, layout a wad of paper.
2. On a chair, beside the table, place your first carton (That you are going to pack, *after you have packed your first carton you can use it to place the second empty carton onto*)
3. Select the right carton for the right job. For heavy items like books, wine, and tinned food, we recommend that you use small cartons such as book cartons.
4. Tip carton upside down and fold opposite flaps of cartons. DO NOT interlock flaps.
5. Tape bottom of carton securely. Two thickness of packing tape is recommended.
6. Line bottom of carton with padding – crumbled up paper, towels and linen may also be used.
7. Wrap all china and glassware pieces separately, (butchers paper is the best to use) - then stack in carton on their ends. **Important**, make sure the paper covers the item completely.
8. After each layer of china or glassware, place another layer of padding, e.g. butchers paper or linen – making sure there is also sufficient padding on the sides of the carton and finally on the top.
9. Fill all gaps between items with either butchers paper or some form of cushioning, (this will decrease movement within the carton).



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10. Fill the bottom half of the carton only, with china or glassware, and use your tupperware for the top half of the carton. (This way there is not too much weight on top of your breakables.

11. For ease of carriage, pack a mixture of light and heavy items in large cartons. Pack cartons right to the top or fill right to the top with padding.

BUT DO NOT OVERFILL.

12. Fold the top flaps of the carton in the same manner as the bottom flaps and again, tape up securely.

13. It is good practice to label each carton with name, room and brief description of the goods, to enable easy placement of the carton at delivery.

14. To help to make your removal day run smoother, we advise to stack your packed cartons in a single area, but avoid blocking entrances or access to furniture.