



General Shipping

☐ **Make a list of everything you're shipping**

A detailed inventory of everything you're shipping will help you keep track of your belongings.

When you're making your inventory, include:

- ☐ *A description of each item.*
 - ☐ *How much it weighs.*
 - ☐ *The value of the item, as well as the cost of a replacement.*
 - ☐ *Pictures of your items, including close-ups of any existing damage.*
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☐ **Insure antique or valuable items**

On average, 15% of shipments incur damage across the moving industry. If you're shipping items of high value—monetary or sentimental—make sure you purchase additional shipping insurance

☐ **Double check your paperwork**

Make sure addresses and names are filled out properly and that everything is spelled correctly.



Shipping Boxes

☐ **Use new boxes**

Used, already torn, or otherwise worn boxes are more likely to tear or fall apart during transit. Use fresh, double-walled cardboard boxes for maximum security.

☐ **Pack boxes fully**

Underpacking boxes leaves space for your belongings to shift in transit. Make sure items do not make contact with the wall of the box.

☐ **Tape boxes securely**

There's no such thing as "too much tape" when it comes to packing and shipping boxes. Use packing tape instead of masking or duct tape, and seal up every seam.

☐ **Label boxes containing fragile or breakable items**

Make sure boxes containing breakable or valuable items are noted as "FRAGILE" or "THIS SIDE UP".

☐ **Remove old shipping labels**

Cover or remove any old shipping or address labels. The only label visible should be for the current shipment.

☐ **Label each box with the destination address**

Each box should be clearly addressed in case they are loaded onto multiple trucks or get separated in transit. For extra clarity, tape a label onto the top and side of each box.



Shipping Furniture

☐ **Clean your furniture**

Before you wrap your furniture, give it a rub down to remove any dirt. Consider waxing wood furniture for added protection.

☐ **Empty the drawers and shelves**

Clear out drawers and shelves entirely before your pickup date, and pack the content into other boxes.

☐ **Disassemble what you can**

Remove any protruding or detachable items, such as:

- ☐ Knobs and drawer pulls
- ☐ Casters
- ☐ Table legs
- ☐ Doors and drawers

Place screws and small pieces into a plastic bag and securely tape it to the furniture it came from. Don't forget to label the bag so you know which piece of furniture it goes with.

☐ **Wrap your furniture**

Before pickup, wrap your furniture in moving blankets, then cover with shrink wrap.

☐ **Leave air holes**

Leave air holes in shrink wrapped upholstered furniture to prevent damage from mold and moisture.

☐ **Pay special attention to corners**

Protect corners using corner protectors, cardboard, or bubble wrap.

☐ **Tape an X across glass, mirrors, and framed artwork**

Taping an X across glass, mirrors, and framed artwork will keep the glass in place if it cracks or breaks during transit. Glass should also be wrapped in bubble wrap or moving blankets.