

## Step 1



### Use the appropriate box

We recommend you to use larger boxes for lighter items such as bedding linen and use the smaller boxes for heavy items like books and dishes.

## Step 2



### Pack your boxes with the right amount

Make sure that the box remains “square” and not bulging at the top or sides in order to keep them stable when staking in your storage unit. Packed boxes should not weigh more than you can comfortably lift.

## Step 3



### **Label your boxes correctly**

Use a black or blue marker to label the contents of each box. You will save time from having to open every box when you need something later. Mark boxes that need to be handled with precaution and stacked them in a safe place especially item such as glassware, lamps that can be damaged when moving into your storage unit. Always use specialist wrapping paper or bubble wrap for fragile items. Newspaper may stain or damage your valuables.

### **Step 4**



### **Close boxes with quality tape**

Good quality packaging tape is essential. Proper closure of your boxes with professional packaging tape ensure that each box maintain its structure and protects your items. Ensure to firmly close the top and bottom flaps with wide tape.

### **Step 5**



### **Use hanging wardrobe boxes**

Prevent wrinkling and damage to pants, dresses, suits and evening wear by hanging them in a wardrobe box.

## Step 6



### Wrap your furniture

Cover and pad furniture with protective materials to ensure that they stay in good condition during the moving process and while in the storage unit.

## Step 7



### Think small

Many stored items can be made smaller. Often you can reduce the size of the bed frames to help everything fit more comfortably in your storage space. Wrap frames together with tape (use the non-sticky side for no tape residue) then place any screws in plastic bags and tape them to the frame.