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packing guide



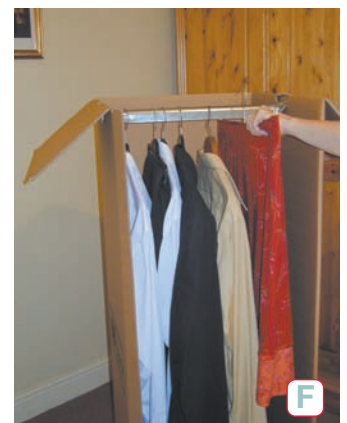
Your Best Move

packing hints

This packaging guide is designed to help you pack all your personal possessions carefully and safely before your move. GB Liners can supply all of the materials necessary to help you do this, and in some cases they will have been included in your quotation. If this is not the case, or if you wish to order further materials, then there is a handy order form enclosed. Simply fill in your requirements and post it back to GB Liners who will arrange delivery.

DON'T FORGET that if it all gets too much, and providing you give us adequate notice, you can always fall back on GB Liners' professional packing service. Ask your Removal Consultant for more details.

- GB Liners can supply packing cartons, (which fold flat for easy transport), clean packing paper, sealing tape, labels, bubble wrap and any other packaging materials which you may need, including lay flat linen cartons, plastic mattress bags and polystyrene chips. **A**
- All items such as china and glass should be packed into sturdy cardboard cartons which can be sealed top and bottom to allow easy stacking. **B**
- Book cartons should be used to pack books, files, magazines and heavier items such as tinned food. **C**
- Don't be tempted to fill a standard carton with books or tinned food **D** as we will not be able to lift it. As a general rule - if you can lift the box, we can carry it to the van!
- Items such as large pictures or hanging clothes need special materials such as cardboard picture sleeves and paper blankets to wrap pictures **E** and transit wardrobe cartons **F** for packing hanging clothes.



Your Best Move

packing fragile items

When packing china and glassware, the following procedure should be adopted:-

- Make up a carton and seal the bottom with tape. Use the tape to seal the join where the long flaps meet, **G** and then join at each end - making an "H" shape with the tape. **H** Line the bottom of the carton with 'scrunched' paper (this should also be used between layers in the box), and then having wrapped each piece of china and glassware, **J** pack it tightly into the box to avoid movement. Two sheets of paper should be sufficient to wrap most items. Try to avoid overwrapping. **K** Small pictures and plates should be wrapped and packed on end, and naturally, heavy items such as plates, jugs and large bowls should be packed at the bottom of the carton with lighter, more delicate items such as glasses and ornaments being packed at the top. **L**
- Linen should be folded and packed into standard cartons. Oddments and kitchen stores and utensils should also be packed into standard cartons using wrapping paper where necessary. ALWAYS ensure that the cartons are full to the brim so that they can be stacked without the risk of crushing, but don't overfill them so that the top becomes 'rounded'. **M** Seal cartons in the same way as the bottom and mark ON THE TAPE details of the contents and the room from which they were packed.
- Small items such as remote controls for TV, video and hi-fi can be packed into an 'Oddsbox' **N** together with any screws from dismantled furniture, keys from drawers and cabinets, and any other items which may be easily mislaid.



what about unpacking?

- When unpacking, ALWAYS slit the tape at the top of the box to open it. When you have unpacked the boxes, place all the waste paper into bin liners and carefully slit the tape on the bottom of each box. This will avoid damaging the carton so that it can be used in future moves and will allow the carton to be folded flat for easy storage.
- If you don't want to retain the cartons for a future removal GB Liners will normally collect any cartons from you once you have finished with them, and if you don't recycle it the bin men will be happy to take away the waste paper in the bin liners. Collection of cartons will be arranged as schedules permit and when we have vehicles available in the area. For some areas further from our depots this may take a while to arrange. Please try to avoid leaving the cartons outside unless requested to do so by our staff, as wet cartons are unusable.
- Should you wish to keep the cartons for future moves you are, of course, more than welcome to do so.
- Should you need any guidance on packing, either in general terms, or with regard to specific items, our Removal Consultants and Co-ordinators will be happy to help.
- Should you require any additional materials please send the enclosed order form to us together with your payment. Alternatively, you can fax it back to us if paying by debit/credit card. We will send the materials to you soon as possible.



your best move

We are delighted you have chosen us for your move. For further details on any aspect of your move, please contact your GB Liners' representative at the relevant branch below.

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