



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, get any further advice & guidance or if you decide you need a little extra help with your packing.

Call us: 0845 070 2007  
 Email us: bournes@uts-bournes.co.uk

## What you will need:

- A selection of small, medium and large Boxes (try to use specially designed moving boxes which are strong enough for their purpose—don't use old supermarket cartons or fruit boxes)
- Packing tape
- Scissors/Small Knife
- Marker Pen
- Packing paper (Avoid newsprint—it can leave a mark on items)
- A clear surface

## Assembling your box:

1. On one end of the box fold the smaller flaps in first and then fold in the larger flaps.
2. Push the sides of the box together until the larger flaps touch tightly and tape the seam. Start taping about 5 inches on the side of the box and continue across the seam and up 5 inches on the opposite side.
3. If the box will be filled with heavy items it's a good idea to put some extra tape as above across the middle of each flap for extra strength.
4. Flip the box over so the open end is facing up ready to load. Once your box is full tape across the seam as you did above and label.

## Choosing the right box

Choosing the right box will ensure that your belongings are properly protected and that boxes will not be overweight to lift.

Size	Used for	Typically Holds
<b>Small Box</b> (Bournes PK 6)	Books, Records, Tools, Foodstuff, Heavy Items, Bottles & Liquids	3 foot shelf of books / dvd's
<b>Medium Box</b> (Bournes PK 2)	China, Glassware, Toys, Pans, Electrical small appliances	Contents of a single kitchen cupboard
<b>Large Box</b> (Bournes PK 3 or 4 (layflat))	Linen, folded clothes, soft toys, curtains	Bedding for a single bed OR 2 foot rail of clothes OR 3 drawers of clothes



## In the Kitchen

### Packing Kitchen Boxes

#### Which Box?

Medium Box (Bournes pk2) - you can load a mix of kitchen items into a box, try to keep fragile items together and ensure the weight of the box does not get too heavy.

#### How to pack

1. Line the box with scrunched up paper to provide a layer of cushioning. You could also use soft items like oven gloves, folded aprons or tea towels for the padding.
2. Load your heavy items (china etc) in the bottom and lighter items on top. Plates make a good base layer with glasses and bowls making up a good 2nd layer.
3. Fill any empty space with scrunched up paper to prevent movement, try gently shaking the box, if it rattles then you may need a little more filling.
4. If the box is starting to get heavy fill the remainder with lighter items such as Tupperware, utensils or plastic mixing bowls etc to utilise the space but keep the weight manageable.
5. Seal your box across the top seam with packing tape and label indicating the room it should go into and a description of contents.
6. If the contents are fragile make sure to indicate this on all sides and on the top of the box so that when the box is being transported the crew can easily identify extra care is required and carefully choose a loading position on the vehicle.



### Wrapping Glasses

1. Lay out a piece of packing paper and place the glass on its side diagonally near the corner of the paper. Pull up the corner around the glass and roll away from you folding the spare ends of the paper into the globe and around the stem as you go creating a tube shape.
2. Repeat the process with a second sheet of paper to provide extra padding.
3. Place the glass vertically into the box.

#### Kitchen Tips

- If your sharp **knives** come in a knife block wrap this all up together, if they don't then wrap them individually
- Utilise the empty space in **pots and pans** by placing smaller items inside, and invert the lid
- Things with **handles**—use an extra piece of paper folded lengthways to wrap around the handle to give extra protection.
- **Bowls/pans with lids**—wrap once and then place the lid on top, inverted, before wrapping in a second sheet of paper.

## In the Kitchen

### Wrapping Plates / Bowls

1. Take a stack of packing paper and place the first plate/bowl in the centre.
2. Fold one corner of the paper over the plate/bowl until it is completely covered.
3. Place another plate/bowl on top and fold in the remaining three corners, secure the paper with packing tape.
4. Stack plates on their edges in the box, don't lay flat, plates are much stronger on their ends and can sustain a lot more pressure.

### Packing Food

1. DO NOT pack perishable items.
2. Tape the tops of open boxes of food to ensure they don't get spilt.
3. Place easy spill items inside a sealable plastic bag.
4. Wrap glass bottles in paper and load upright.
5. Use smaller containers within boxes to pack small loose items such as herbs and spices.
6. Keep an eye on the weight of your box, remember bottles and cans get heavy!



#### **Moving Day Tip:**

Pack an essentials box including tea, coffee, milk, snacks, cups, plates, some utensils, toilet paper and a cleaning cloth for when you first arrive.



### Packing Small Appliances

1. Make sure all appliances are clean and dry before packing.
2. Remove any loose parts (such as microwave plates) and pack separately.
3. If you still have original packaging use it. If not choose the appropriate sized small or medium carton depending on the item weight.
4. Wrap the appliance in a couple of sheets of packing paper making sure to protect any protruding arms or levers and secure with tape before placing in the box.
5. You can fill a box with several small appliances or use the remaining space for other non fragile items. Remember to fill any empty spaces with scrunched paper to prevent things rattling around.



*Make sure to remove the glass plate from the microwave, wrap and pack separately.*



## General Packing

### Packing Clothing

#### Which box?

Medium or Large (Bournes Pk2, 3, 4) or a suitcase/holdall

#### How to pack

1. If you are moving in the UK you can leave any hanging items in the wardrobe, our crews will place these into wardrobe cartons on arrival to ensure they arrive crease free.
2. Garments in drawers should be folded and placed in the carton.
3. Hats can be left in hat boxes and placed inside a large box. Or if the hat doesn't have a box stuff the crown with crumpled paper and wrap loosely in paper. Do not place any heavy items on top of hats within a carton.



### Packing Books

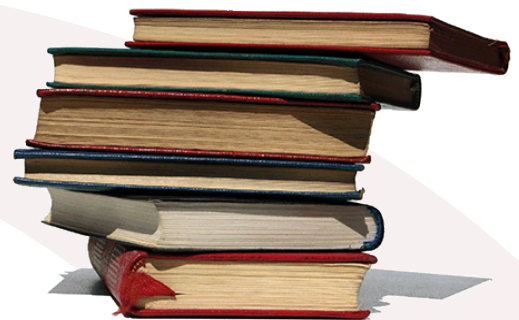
#### Which box?

Small Box (Bournes pk6) - book boxes can get heavy quickly so don't be tempted to over-fill these boxes. Try using half the box for books and half for lighter items like DVD's to keep the weight reasonable.

#### How to pack

1. Sort your books into hard cover and paper back and try to group by size.
2. Place the books in their groups into the box, they can either be stacked like on a bookshelf or laid flat, keep spines against the edge of the box and not the paper edges. To prevent damage don't place books with the paper edges down and spines up, this can leave items warped or bent. You can use a mix of methods to fill the space well.
3. Expensively bound volumes or books with particular value should be individually wrapped in packing paper before loading.
4. Fill any empty space in the box with scrunched up packing paper to stop the contents moving around too much in transit.
5. Fold over the top flaps on the box and seal with tape. Remember to label the box clearly to indicate which room it is to be placed in at destination (if you know) and a description of its contents.

**Moving Day Tip:** Pack overnight bags for everyone in the family for the first night in case you haven't unpacked. Include toiletries and bedding.



### Wrapping figurines and small fragile items

1. Wrap in a layer of tissue paper or facial tissues before overwrapping with packing paper
2. Use bubble wrap for particularly fragile items especially those with pieces protruding or with delicate areas.