

PACKING GUIDE

Preparations

Here are a few general suggestions that will make packing easier:

- Plan how you will pack. Pack items first that you don't use often.
- Start packing as soon as you find out you're moving.
- Never pack flammable items or non-allowable items.
- Use generous amounts of paper inside the carton on the top and bottom to provide good cushion.
- List contents and room on the outside of the carton.
- Clearly mark "Fragile" on the outside of cartons.
- Use clean newsprint paper. Old newspapers may work, but use them carefully because the ink may rub off onto your items. Clean "newsprint" paper is available from Molloy Bros.
- Write "Open First" on cartons containing essential items such as cooking utensils, toiletries, etc.
- Separate breakables and non-breakables.
- Pack all cartons tightly.
- Use professional packing tape. Masking tape isn't strong enough to support fully packed cartons. Packing tape is available from Molloy Bros.



China

Carefully wrap china in sheets of clean newsprint paper. Place newsprint paper in the bottom of a Dishpak for cushioning. Wrap each piece individually then wrap up to three in a bundle with a double layer of paper. Place these bundled items in the carton in a row on edge.



Surround each bundle with crushed paper, being careful to leave no unfilled spaces. Add two or three inches of crushed paper on top of the bundle to protect rims and make a level base for the next tier. Horizontal cardboard dividers can be helpful in keeping layers level. Smaller plates, saucers and shallow bowls can make up a second layer. Wrap and pack in the same way as larger items.



Silver

Silver is nested together and wrapped. The nested packs are cushioned in the silver chest. The chest is then wrapped in clean paper.

Stemware

Stemware is individually wrapped with protective paper inserted into the goblet and around the stem. Each goblet is cushioned by a thick wrapping and placed stem up in a specially tiered Dishpak.



Soft Goods

Soft goods like pillows and bedding are packed in lined cartons separated by layers of clean paper.



Shoes

Pack shoes in their original shoebox, if possible, and place in a carton. If shoeboxes are not available, individually wrap them to prevent abrasive damage.

Clothes

Clothes are left on hangers and hung in special wardrobe cartons.



Lamp Shades and Bases

Handle lampshades by their wire frames only and place in a carton lined with paper. Surround the shade with protective paper. Shades can be nested inside each other, as long as they are separated by paper.



We have cartons specially designed for packing lamp bases. These cartons are also good for golf clubs, floor lamps and garden tools.



Stereos and other electronics

If possible, pack electronics in their original cartons. As long as proper packing materials are used (bubble wrap, newsprint, foam sheeting, comforters/blankets, pillows, etc.), electronics can be safely packed in sturdy boxes.



- Start by padding the bottom of the carton with a generous amount of packing material.
- Wrap electronic with paper and place in carton.
- Tightly pack padding around and on top of the unit to prevent damage.
- Firmly seal the carton.
- Label the carton as "Fragile – Top Load."



Note: When you unpack your electronics, let them reach room temperature before plugging them in.

Books

Lay books flat in the carton, alternating the spine and open side of the book. Place a piece of paper between books to prevent them sticking together. Because books are heavy, we have a small book carton to make them easier to carry.



Statuary and Figurines

Wrap statuary and figurines with bubble wrap, then snugly wrap with clean paper. If bubble wrap is not available, use clean paper to wrap the article until it is adequately cushioned.



Bottles

Bottles are taped shut and wrapped in clean newsprint. For extra security, place bottles in a resealable, watertight bag before wrapping and placing in carton.

Mirrors and Glass

Wrap the picture or mirror in a generous cushion of clean paper. Place in a flattened packing or telescoping carton. Carefully tape and seal the carton. Always stand glass, pictures and mirrors on their edge. Do not lay flat.



Computers

If possible, pack computers in their original cartons. As long as proper packing materials are used (bubble wrap, newsprint, foam sheeting, comforters/blankets, pillows, etc.), computers can be safely packed in sturdy boxes.



- Start by padding the bottom of the carton with a generous amount of packing material.
- Wrap computer parts generously with paper and place in carton.
- Tightly pack padding around and on top of the unit to prevent damage.
- Firmly seal the carton.
- Label the carton as "Fragile – Top Load."



Be aware of special considerations for the internal workings of the computer.

Packing Materials and Crates

We have all the materials you need to properly pack your belongings. Unprinted newsprint, acid-free tissue, tufted paper padding, bubble wrap and packing tape.



Items such as antique furniture; marble and glass top tables, trophies and chandeliers are best transported in custom-made crates. We can crate these types of items for you.

