



Packing Hints and Suggestions

RICHARD MITCHELL REMOVALS & STORAGE PTY LTD

**Unit 2, 165 Morphett Road, North Plympton 5037
(Opposite James Melrose Rd)**

P.O. Box 637, Plympton, SA 5038

Phone (08) 8295 4511 Fax (08) 8295 2455

1.
 - (a) Cartons used for packing should be of a quality capable of safely and securely holding the items placed into them and of withstanding being placed in a stack with other cartons on top of them.
 - (b) Corrugated cardboard cartons of between four (4) and seven (7) millimeters in thickness are suitable.
 - (c) New and used 'purpose made' removalist cartons are available from Richard Mitchell Removals & Storage Pty Ltd.
2. The packed cartons should be a weight and shape suitable for safe and speedy handling by our removalists. As a general rule of thumb – if you can't handle any packed cartons safely and comfortably, either can our removalists.
3. In general, so that cartons are a manageable weight:
 - (a) Heavy items such as books, files, wines, pantry items etc should be packed in smaller cartons (such as the Book Carton illustrated overleaf).
 - (b) Larger cartons (such as the Tea Chest carton illustrated overleaf) may contain an appropriate mixture of heavy and light items as described.
4. It is advisable to clearly identify any cartons containing "FRAGILE" items and, where it is not immediately obvious, which end is "UP".
5. For your benefit it is also suggested that you label each carton with its contents or the destination room(s) to which they belong (e.g. kitchen, laundry, bedroom#1, etc.)



Standard Carton
Approx 605 (H) x 435 (W) x 410 (D) mms

The Bottom Layer

The bottom layer should be used for heavier items e.g. electrical appliances, pots and pans, plates and other heavier items of crockery.

Every item should be wrapped in paper, even if it is unbreakable.

All plates, bowls and saucers should be wrapped in groups of no more than six (6) items, with a piece of paper between each item and stood upright on their edges.

The Top Layer

The top layer should be reserved for light items such as glasses, cups, crystal, ornaments, Tupperware, etc.

Glasses and cups should always be packed upright.

It is vital that you never overfill a carton. Always leave about 1 cm of space at the top of the carton so soft material or crumpled paper can be inserted to tighten up any remaining space.

The Middle Area.

The middle layer can be a combination of both the top and bottom layers.

Your common sense should be used.

In General.

To separate the above layers you can use a number of clean, soft materials e.g. pillows, cushions, clothing, etc or crushed paper. The purpose of this intervening material is to restrict movement of the packed items within the carton. Thereby greatly reducing the possibility of breakages.



Book Carton

Approx 325 (H) x 415 (W) x 325 (D) mm

These cartons are used for heavy books, CDs, DVDs, records, video tapes, files, full preserving jars, wines and pantry items e.g. cans and jars, etc. Glass and breakable items should be wrapped and cushioned with paper or similar.