

# The Do-It-Yourself Packing Guide

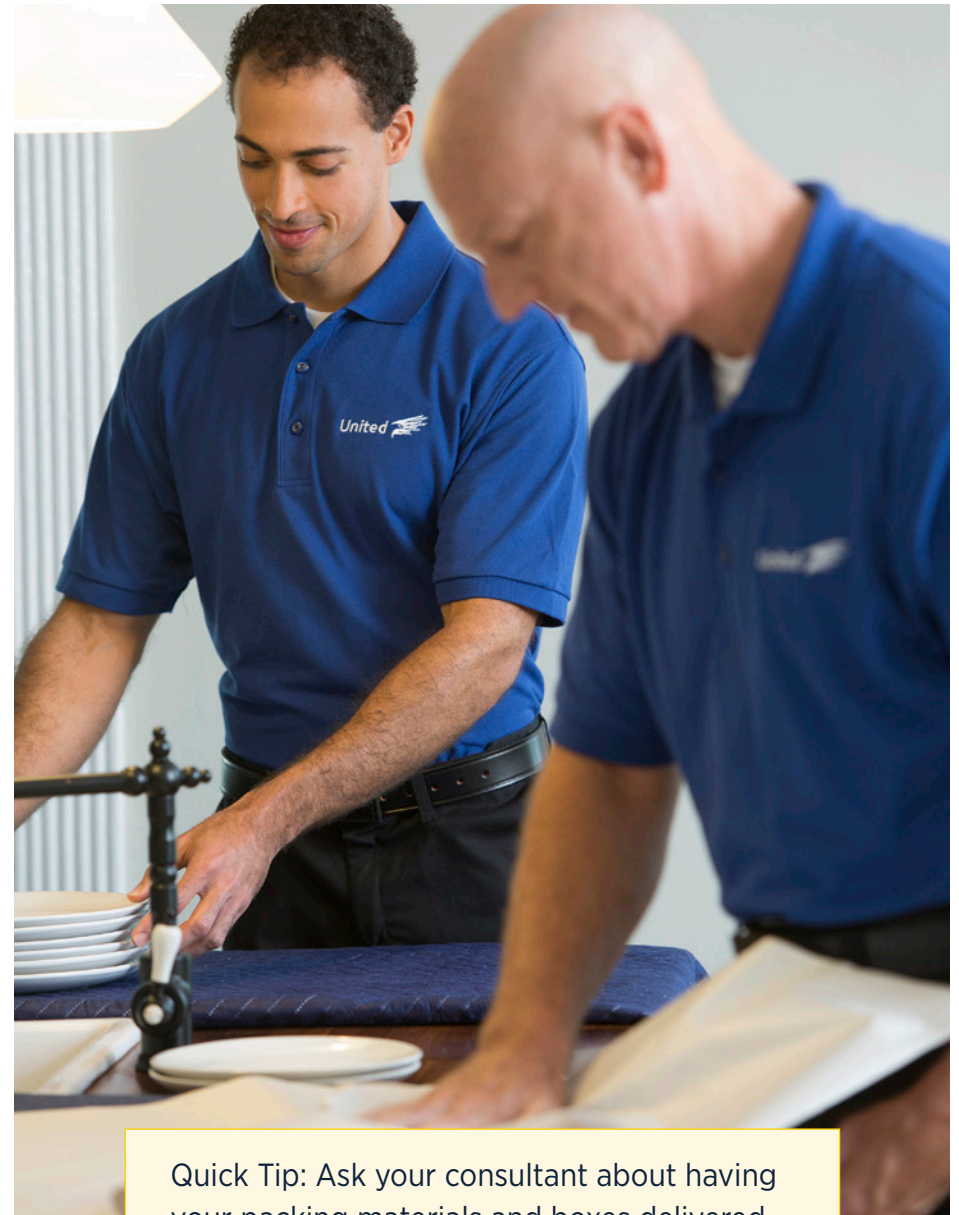


Pack as much or as little as you like. United can pack all your belongings or just the things you prefer not to pack yourself. Whatever you decide, we want your move to go as smoothly as possible.

**Before you get started, here are a few general suggestions to make your packing easier:**

- Begin with items you don't use frequently.
- Limit boxes, when possible, to a maximum weight of 50 pounds to make handling easier.
- List the contents on the outside of the boxes. Clearly mark "FRAGILE" on the outside of boxes containing fragile items.
- Use generous amounts of paper inside the boxes on the top and bottom to provide a good cushion for items packed.
- Use clean, unprinted newsprint to wrap and protect items.
- Indicate boxes holding essential items such as cooking utensils, toiletries, etc., by writing "OPEN FIRST" on the boxes and making sure these are the last boxes to be loaded.
- Pack all boxes tightly. If a box rattles or makes noise, the contents could be damaged in transit. Consider placing linens, blankets or other soft goods on top of not-quite-full boxes to fill the space and provide extra cushioning.
- Use professional packaging tape. Masking tape isn't strong enough to support fully-packed boxes.
- Use sturdy boxes that close.
- Never pack flammable items or hazardous materials.

*[Click here for a guide on Items Not to Pack.](#)*



Quick Tip: Ask your consultant about having your packing materials and boxes delivered. See the last page of this brochure for a list of common box sizes.

# Remember the Basics...

- Start with out-of-season items.
- Empty drawers of anything that could break or spill. You may keep blankets, sweaters, lingerie, bath towels and similar soft, lightweight goods in drawers.
- Pack similar items together. For example, do not pack a delicate china figurine in the same box with cast-iron frying pans.
- Keep all parts or pairs together. For example, keep curtain rod hangers, mirror bolts and other small hardware items in plastic or cloth bags. Tape or tie the bag securely to the article to which it belongs.
- Wrap electrical cords, fastening them so they do not dangle.
- Wrap items individually in clean paper.
- Place a two- or three-inch layer of crushed paper in the bottom of a box for cushioning.
- Build up in layers, with heaviest things on the bottom, medium weight next and lightest on top.
- As each layer is completed, fill in empty spaces firmly with crushed paper; add more crushed paper to make a level base for the next layer, or use cardboard cut from boxes as dividers.
- Use crushed paper, towels and lightweight blankets for padding and cushioning. The more fragile the item, the more cushioning you'll need. Do not leave sharp points, edges or rims uncovered.
- Pack small, fragile, individually wrapped items separately or a few together in small boxes, cushioning with crushed or shredded paper. Colored wrapping paper draws attention to very small things.
- Place small boxes in a single large box, filling in spaces with crushed paper.
- Seal boxes tightly with tape except for those containing items listed on United's High-Value Inventory form. These must be left open for the crew's inspection.
- Indicate your name and the room to which each box should be delivered at your new home.

Quick Tip: Navigating the first night in your new home can be difficult without the right supplies. We recommend you pack a "first night" box with items you'll need for basic cleaning, eating and hygiene. This box of essentials should travel with you on moving day.

[Click here to learn more.](#)



## Soft Goods

Pack soft goods like pillows and bedding in boxes separated by layers of clean paper.

**Recommended box:**  
*6.0 cubic foot box*

## Shoes

If the original shoe box is available, pack shoes in them and place them in larger boxes. If not, wrap shoes individually to prevent damage.

## Clothes

Leave clothes on hangers and hang in special wardrobe boxes.

**Recommended box:**  
*Wardrobe carton*



Quick Tip: Let children be a part of the move process, and provide them with their own boxes to pack toys and belongings.

## China & Stemware

Wrap all pieces of china and glassware individually in clean paper. Using several sheets of paper, start from the corner, wrapping diagonally and continuously tucking in overlapping edges. A double layer of newspaper serves well as an outer wrapping.

Place wrapped china vertically in a dishpack, and use the included insert to secure china. Place in the dishpack with the eating side facing the outside of the box. This procedure absorbs shock better than when dishes are packed flat.

Place a partitioned separator over the packed dishes for wrapped stemware and cups. The last tier on top should be cushioned with a generous amount of paper. Label boxes, "FRAGILE – THIS SIDE UP:"

**Recommended box:**  
*Dishpack*

## Silver

Nest silver together and wrap in clean paper. Cushion the nested packs in the silver chest. Wrap the chest in unprinted newsprint.

## Statuary & Figurines

Cushion statuary and figurines with bubble wrap or clean paper. To use paper, roll or wrap and then reverse roll or wrap until the article is adequately cushioned.

**Recommended box:**  
*1.5 cubic foot box*

## Mirrors & Glass

Wrap the picture or mirror in a generous cushion of unprinted newsprint, and place in a flattened packing or telescoping box. Carefully tape or seal the box, and label the box "FRAGILE." Always stand glass, pictures and mirrors on their edge. Don't lay flat.

**Recommended box:**  
*Mirror box*



**Quick Tip:** Wrapping the stems of your wine glasses can help support them during transit. Be sure to wrap each glass in clean paper before adding to the box.



## Toiletries & Bottles

Tape containers shut and wrap them in unprinted newsprint to help avoid breakage. For extra security, place containers in plastic bags and seal with tape before placing in the box.

**Recommended box:**  
*1.5 cubic foot box*

## Books

Pack books on edge and alternate the spine and open side of the books. Because books are generally heavy, use small book boxes to make them easy to carry.

**Recommended box:**  
*1.5 cubic foot box*

## Heavy Articles

You can easily pack heavy articles such as tools in any standard size box. Individually wrap such items when necessary. Remember to consider the weight of each box as you pack.

## Small Appliances & Household Goods

Items such as clocks, small radios and other small appliances typically need to be packed with plenty of padding because they have delicate electronic components. Use a paper pad to wrap small appliances, which is a multilayered paper wrap used for larger fragile items. If there are any removable parts or accessories, wrap them separately in paper.

**Quick Tip:** Label the contents of each on box on its side so the label can easily be read when the boxes are stacked.

## Large Appliances

To prepare your major appliances for shipping, there are many things you need to consider.

We recommend you use a qualified professional to prepare your appliances for moving. Your consultant can help you set up these services.



Quick Tip: Let United handle some of your items. Marble, antiques, artwork and specialty electronics may need extra attention. Consult your representative about letting us handle these special items.

## Computers & Electronics

The best way to move your electronics is to use the original box and shipping blocks. If the original packing material is not available, select a sturdy box of suitable size and use adequate paper or other filler to secure the computer. Foam sheeting, comforters/blankets and pillows can be used to fill extra space in the box.

Wrap the items with paper and place in box. Continue to tightly pack the padding around and on top of the unit to prevent damage to delicate knobs, buttons, and internal mechanisms. Wrap the power cord separately to prevent it from rubbing against the item during transit.

In addition, be aware of special considerations for the internal workings of the electronics. Discuss safe transporting with your United representative. You may also consult your manual, the manufacturer or an authorized dealer for handling requirements specific to your electronics.

Special packing kits can be purchased for large monitors and flat screen TVs.

After firmly sealing the boxes, make sure you label the boxes as “FRAGILE—TOP LOAD.”

**Recommended box:**  
*3.0 or 4.5 cubic foot box*

## Trash & Debris Removal

United can assist with the clean-up process at your new home with our trash and debris removal service. Let us know at the time we provide your quote, and we'll return within 30 days after delivery to pick up your empty cartons and packing-related material waste.

# Common Box Sizes



## 1.5-cubic-foot box 16" x 12" x 12"

This small box is ideal for heavier items such as books, records, CDs and canned goods.



## 3.0-cubic-foot box 18" x 18" x 16"

A medium-sized box can be used for pots and pans, toys and small appliances.



## 4.5-cubic-foot box 24" x 18" x 18"

This box is ideal for items such as lampshades, board games and linens.



## Dishpack 18" x 18" x 28"

This is an extra sturdy box for fragile items including dishes, china, crystal and glassware. Box dividers are available to provide additional protection.



## 6.0-cubic-foot box 23" x 23" x 20"

A large box should be used for lightweight, bulky items such as large pillows, down comforters and blankets.



## Mirror/picture box 40" x 60" or 30" x 40"

Telescoping boxes are designed to fit almost any mirror or picture.



## Wardrobe carton 24" x 21" x 46" or 21" x 18" x 49"

With its included hanger bar, this large box is a convenient way to transport clothing from your closet. This could also be used to hang your draperies.



## Mattress box Available in Twin, Queen and King sizes

You can protect any box spring or mattress with this box which comes in a variety of sizes.

Dimensions may vary slightly. Please ask your United representative for exact box sizes available in your area.

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