BE PREPARED

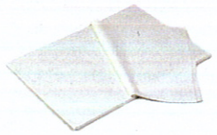
Many people prefer to have their belongings packed professionally to avoid risk of damage. Your Stevens Worldwide Van Lines representative will be happy to discuss costs, materials and unpacking services. Stevens professional packers can usually pack an average sized home in 1-2 days.

Self Packing

If you do pack for yourself, you are responsible for all packing, which must be completed prior to loading day. The loader will check every box to make sure it meets packing guidelines. You may be asked to repack a box if it is deemed susceptible to damage. There is an additional charge if you choose Stevens to do your packing.

Getting Ready

Prepare a convenient place to work and gather all packing materials in one location. If there is a spare room available, consider setting it up as your packing headquarters.



A large table covered with a heavy blanket or mattress pad makes a good, firm work surface. It may be helpful to have a second table nearby for soon-to-be-packed items.

You will need packing cartons, newsprint (unprinted newspaper for wrapping), bubble wrap, tissue paper, packing tape, a felt marker, scissors and newspapers. The printed newspaper should be used for outer wrapping or cushioning only. The ink always rubs off, and can become embedded in your dishware. When using newspaper, be sure to wash your hands frequently to avoid rubbing the ink on the items you handle.

BOX TYPES

The boxes you use to pack your household goods are important. In order to minimize damage, select cartons that are suitable for transporting your goods. Make sure that you are not packing boxes too heavy as they can break open, or too light as they can crush when they are stacked in the moving van. Your sales representative can help you locate and purchase cartons,

1.5 cubic foot cartons (Book or Small carton)
This is the smallest of the general-purpose containers. Use for books, CDs, DVDs, VCR tapes, tools and canned goods.

3.0 cubic foot carton (Medium carton)
This is the workhorse carton. Smaller and heavier items are usually packed in these containers, including small kitchen appliances, lamp bases, pots and pans and small outdoor tools.

4.5 cubic foot carton
As the size of the container increases, the weight of the individual items going into the container should decrease. Use this carton for non-hanging clothes, larger lamp bases, lamp shades, linens, unbreakable kitchen goods and toys.

6.0 or 6.5 cubic foot carton (Large carton)
This is the largest of the general purpose cartons. This carton should only be considered for the lightest and bulkiest items such as stuffed toys, blankets, pillows, area rugs and winter coats.

Dishpack (Barrel or Dish Barrel)
This is the safest of all the cartons because of its extra-strength, multilayer construction. All breakable kitchenware, china and crystal should be packed in these cartons for safety. Occasionally, lamp bases, small antiques and bric-a-brac also are packed in dishpacks.

Mattress Carton
All mattresses must be shipped in boxes, standard sizes are: crib, twin, double, queen and king. For king size beds, double check that the box springs are either king size or two singles.

Mirror Carton
Expandable box used for pictures, mirrors or small glass table tops.

Wardrobe Cartons
These are the largest of the standard cartons. The cartons are constructed so that hanging clothes will remain hanging during the move. Also good for packing drapes and curtains (on hangers) to help reduce wrinkling during shipment.

Other
There are specialized cartons for very specific need;, such as golf clubs, grandfather clocks, etc. Made-to-order crates for extremely fragile pieces, such as marble and glass are also available. They must be ordered prior to your move.

BASIC TIPS

Pack similar items together, such as figurines with glass items or pots with pans.

Keep all parts or pairs together and use resealable plastic bags for hardware, taping the bag securely to the item.

Do not include unwrapped breakables, spillables or anything that would damage other items.

Wrap items individually in clean tissue paper or newsprint.

Small items are easily identified when wrapped in colored paper.

Very fragile items should be double wrapped and then wrapped in bubble wrap.

Label boxes with fragile items "FRAGILE, This Side Up".

Wind electric cords, fastening them so they will not dangle.

Put a two or three-inch layer of crushed paper in the bottom of the carton to serve as a cushion.

Pack in layers, with heaviest things on the bottom, medium weight next, and lightest weight on top.

As each layer is completed, fill in empty spaces with crushed paper, adding layers of crushed paper between items.

Avoid overloading the carton, but make sure that nothing "shifts."

Blankets, towels and other soft items may be used for cushioning.

When sealing make sure the carton is not over filled or under filled, then seal tightly with packing tape.

Mark each carton with your name and the room to which the carton should be delivered.

Write "unpack first" on items you will need immediately at destination.

When you arrive at your new home, tape a sign on the door of each room corresponding to your carton labeling.

HOW TO PACK...

China and Glassware

Professional packers use a dishpack for china and glassware. Place plenty of cushioning material in bottom of carton. Wrap each piece in a several sheets of paper. Start from the corner of the paper, tucking the edges in as you roll. Put in box with rims down. Add two or three inches of crushed paper on top of the bundles to protect rims and make a level base for the next tier. Always remember, the heavier pieces go on the bottom!

Plates should be wrapped individually using several sheets of paper. Start from the corner, wrapping diagonally, continuously tucking in overlapping edges. Then wrap four to six in a bundle with a double layer of newspaper. Place these bundled items in the carton in a row, standing them on edge. Surround each bundle with crushed paper, being careful to leave no unfilled spaces.

Stand shallow bowls on edge in the carton and deep ones (such as mixing bowls) nested two or three together, upside down on their top rims.

Wrap sugar bowl lids in tissue, turning them upside down on the bowl before wrapping them together. Place sugar bowls, pitchers and similar pieces upright in the carton, being careful to cushion firmly.

Cups and glassware should be wrapped in a double layer of paper and placed upside down on rims in a row on an upper layer within the box with all the handles facing upward in the same direction.

Silverware

Loose flatware may be wrapped either individually or in sets, in clear plastic or tissue. If the silverware is in a chest, you still may want to wrap the pieces individually and replace in the chest, or fill in all empty spaces in the chest with tissue paper or paper toweling.

Silverplate or Sterling Silver

Since air causes silver to tarnish, all silver pieces should be completely enclosed in fresh, clean tissue paper or plastic wrap. Silver bowls, tea sets and serving dishes should be carefully wrapped as fragile items and packed the same as china.

Books

Because books are heavy, be sure to use small cartons. Pack on edge, alternating bound edge to open edge. Pack books of same general size together.

Lamps

After removing the light bulb, wrap the base, harp and bulb separately, in newsprint, (**never use newspaper**) and place together in a carton, filling spaces with crushed paper. Carefully wrap each shade in three or four sheets of fresh tissue paper, a pillow case or large lightweight towel. More than one lamp or shade can be packed in a carton if properly protected. Large, Tiffany-style lamp shades and chandeliers should be crated by Stevens Worldwide Van Lines.

Glass Table Tops, Marble Slabs, Mirrors & Art
Leave it to the professionals. It is best to consult with your move coordinator about obtaining custom-made cartons or crates for these types of items. All are easily damaged. Glass may shatter; marble slabs can crack at veins. Paper should never be permitted to touch the surface of an oil painting.

Clothing
Footwear may be left in shoe boxes and placed into large cartons. You can also wrap each shoe individually, then in pairs. Footwear should be cushioned to avoid damage occurring to high heels or ornaments. Do not pack heavy items on top of shoes.

Leave clothes on hangers and transport in Stevens' wardrobe cartons, which can be purchased from your agent. Or you may remove each garment from the hanger, fold and place in a suitcase or a carton lined with clean paper. Some lightweight clothing such as hosiery, lingerie and sweaters may be left in dresser drawers.

It is recommended that you take any furs or high-value items with you, rather than packing them in the moving van.

Linen and Bedding
Because they are lightweight, these items can be used for padding delicate items or folded and packed in larger cartons. Line the box with clean paper, and place the linens in a large plastic bag for protection.

Draperies, Curtains and Rugs
Draperies and curtains may also be folded and packed in larger cartons, lined with clean paper. Another alternative is to place on hangers, and pack curtains and drapes in a wardrobe carton. Leave rugs on the floor for the moving company to handle. If they have just returned from the cleaners, leave them rolled. Carpets will be rolled and stretchwrapped prior to placing them on the truck.

Photographs and Valuables
If possible, carry all valuables and photos with you to your new destination. If you pack photographs, wrap framed photos with padding and cushioning, and like your dishes, stand them on edge in the box.

Photographs are best protected in photo albums, which should be wrapped and packed in separate cartons. Loose photos should be packed in separate cartons and protected from moisture or possible water damage. Take the time to properly pack your irreplaceable items.

Small Appliances
Small clocks, radios and similar items can be packed in the same carton, or with the linens. These items should be wrapped individually, using several pieces of paper, and should be placed in the packed carton with plenty of crushed paper.

Larger Appliances
It is required that your appliances be serviced before shipping them to your new location. All appliances must be dry before loading. Be sure to discuss with your Stevens' representative.

Tools
Hand tools may be left in tool boxes, the spaces filled with crushed paper, or the tools may be packed according to general packing rules. Always use small cartons because tools are generally heavy.

Long handled garden tools, as well as brooms and mops, should be bundled together securely. Attachments should be removed from power tools and packed separately.

Food
We suggest you use up or give away any food you have in your pantry. We do not ship anything that is perishable. If moving canned goods pack on the bottom of a box containing several other light items.

Moving Day Carton

If you are traveling by car, be sure to pack a "Moving Day Box." Place your last-minute items in this box, along with things you'll need right away at your new home.

Keep a folder with all of your moving paperwork with you at all times.

You may also want to take along:

- ☐ Bottled Water, Snacks, Paper Plates & Plastic Utensils, Coffee Cups & Instant Coffee, Juice
- ☐ Toiletries, soap, towels, wipes
- ☐ A small tool kit
- ☐ Toys for the kids

Loss and Damage Protection

Be sure to discuss valuation coverage with your moving representative. In the event that an item does get broken, you'll want to be sure that you have adequate coverage to repair or replace the item.

Good packing requires:

- Wrapping items carefully.
- Using sturdy cartons that close completely.
- Making sure of a firm pack that will not rattle, bulge outward or bend inward.
- Providing plenty of cushioning to absorb shock.
- Limiting cartons, when possible, to a maximum weight of 50 lbs.

Non-Transportable Items (DO NOT PACK)

Combustible Liquids Rubbing Alcohol, Antifreeze Compounds, Combustible Cleaning Materials.

Corrosive Liquids Acids, Bleach, Auto Batteries.

Explosives Black Powder, Dynamite, Explosives, Fireworks, Ammunition of Any Type.

Flammables Adhesives, Aerosol Cans, Ammonia, Cleaning Fluids, Weed Killer, Gasoline/Diesel Fuel, Flares, Kerosene, Lighter Fluids, Matches, Paint Remover, Stain, Lacquer, Varnish, Paint Thinners.

Compressed Gases Any Gases Used in Welding, Scuba Diving Tanks, Propane Tanks and Fire Extinguishers.

Valuables Stocks, Currency, Jewelry, Documents, Medications, Moving and Housing Information.

Food Items Perishable Items of Any Kind.

Houseplants Living Plants of Any Kind.

How to Pack

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