



## ***Helpful Hints***

*“Below you will find some handy packing tips along with a checklist of things to do leading up to your move. The Jim’s team hope you find these tips assist in making your relocation a little less stressful. Thank you for allowing us to Help.”*

The Jim’s Team

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) millimetres in thickness are suitable.  
(c) New and used ‘purpose made’ removalist cartons, other packing materials and tape are available from Jim’s Removals.
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.  
(c) Cartons should not be overfilled (lids flat) and taped closed with packing tape to ensure that they will stack properly and not spill contents during the move.
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



### **How to pack it!**

#### **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 of 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.



## ***Countdown to Moving Day***

### **4 Weeks to Move**

- Collect family medical & dental records as well as your pet's veterinarian records.
- If currently renting advise your landlord of your move.
- Advise friends and relatives not yet aware of your move.

### **3 Weeks to Move**

- Advise local council, accountant, hire purchase companies, bank and stores where you have credit cards.
- Start packing and label boxes with your new address and where contents are to be located e.g. 'lounge' (if Jim's Removals is not packing for you).
- If moving a long distance have your car serviced.

### **2 Weeks to Move**

- Finalise pet transportation if your pet is not travelling with you.
- Advise Motor Registration Department of change of address for your drivers licence, motor vehicle registration or boat registration and licence.
- List essential items you will need on moving day.

### **1 Week to Move**

- Notify Post Office for mail redirection.
- Arrange Electoral Roll transfer.
- Advise the Taxation Department.

### **5 Days to Move**

- Arrange final billing and phone disconnection.
- Arrange final readings and billing for water, electricity and gas.
- Arrange connection of services and phone to new address.

### **4 Days to Move**

- Cancel Local services such as lawn mowing, paper delivery.
- Check if washing machine and other electrical motors or mechanical items require stabilization prior to moving.
- Clean out medicine cabinet & empty rubbish bins.
- Dispose of any flammables such as lawn mower fuel (consider giving to your neighbours).
- Empty fuel from any motors such as lawnmower, boat and reduce fuel to minimum in any vehicle/s to be transported.
- Final clean out of sheds, garage & unwanted furniture.
- Wash and dry Laundry.
- Dismantle any items being moved such as trampolines, modular or garden furniture.
- Separate items staying with the house e.g. instruction documents for stove, hot water and airconditioning.



### **1 Day to Move**

- Defrost and clean fridge/s and freezer/s.
- Dismantle TV and sound system.
- Check lids on any jars or bottles containing liquid.

### **MOVING DAY**

- Now is the time to pack your 'Essential Items' carton and label it with the sticker provided. This carton should travel with you and if it goes with the Removal van it should be loaded last.
- Tighten taps, turn off and drain water heater.
- Check gas, water and electricity are all turned off on appliances remaining in the house.
- Double check that you have left nothing behind.
- Lock all doors and windows and return keys.