

# GUIDE TO BETTER PACKING

Trade secrets from the professionals at North American.

## Packing

Packing can be a tedious, time-consuming chore that takes skill and the right materials to prepare household articles for your move.

North American Van Lines recommends that you have our professionals pack for you. We're trained in proper procedures, have the right materials, and can do it in about a quarter of the time. We strongly recommend that we pack:

- ◆ Marble, glass tabletops, heavy wall ornaments and mirrors 40" by 60" or larger
- ◆ Pool table slates
- ◆ Bulky, fragile items like large trophies, statuary, chandeliers and other items that require crating
- ◆ Antiques
- ◆ Major appliances
- ◆ Personal computers

Some things should stay with you as you move, such as:

- ◆ Cash
- ◆ Securities
- ◆ Jewelry and furs

- ◆ Firearms (consult local laws)
- ◆ Personal papers and documents like birth certificates, insurance policies and deeds
- ◆ Coin and stamp collections
- ◆ Special family photographs
- ◆ Moving-related documents

But if you decide to pack yourself, we want to help all we can. Here are some trade secrets we'd like to share with you:

### Trade Secret #1:

You can buy the cartons and packing materials you'll need from us. We can help you choose the sizes and the kinds you'll need. You'll save valuable time compared to trying to track down suitable cartons at supermarkets. More importantly, our cartons are specifically designed for packing household goods. Packing materials include unprinted newsprint, bubble wrap and tape.

### Trade Secret #2:

Wrap fragile articles the way professionals do — use two layers of unprinted newsprint per glass, dish, figurine, etc. Wrap firmly, but loosely enough, to provide a cushioning effect.

### Trade Secret #3:

Don't overcrowd boxes. Professionals pack boxes so articles cushion each other. The top of the box should close with slight pressure.

Don't mix incompatible items (like books with glasses). Pack clothing in our special wardrobe containers. Without overcrowding, clothes will hang straight, and stay clean and virtually wrinkle-free.

### Trade Secret #4:

Pack glasses standing on end, upside down, and not on their sides. Stack dishes on edge, and fill empty spaces with wadded unprinted newsprint. Before packing the dishpack, layer the bottom of the carton with crumpled unprinted newsprint.

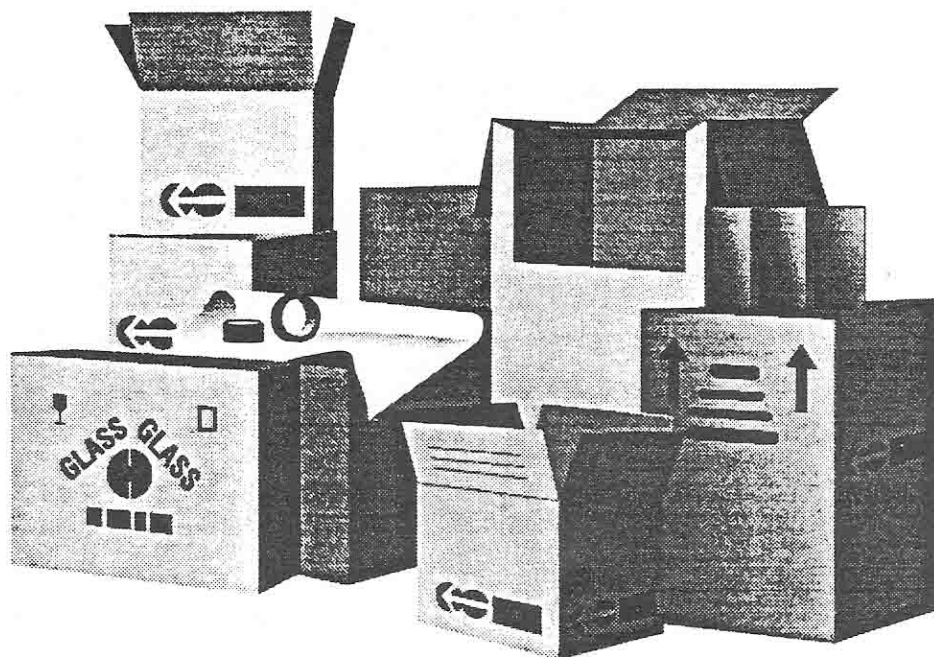
### Trade Secret #5:

Pack lampshades, mirrors, pictures, etc., in special cartons designed for them. Ask your North American representative for guidance.

### Trade Secret #6:

Tape boxes across tops and edges. Seal every opening tightly.

See back for additional Trade Secrets and the types of boxes, tools & materials you'll need.



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RELOCATION SERVICES

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### Trade Secret #7:

Pack your belongings room by room to make unpacking easier. **Label each box with your name, North American contract number, the room the box goes to, and a brief description of the contents.** Mark items you'll need right away once you move with "Unpack First," and only mark truly fragile items with "Fragile." Adhesive labels denoting "Fragile," "On Last-Off First" and "Do Not Load" are available from your North American representative.

### Trade Secret #8:

Don't pack paints, turpentine, pressurized cans, corrosive items like bleach or any flammable liquid. The law forbids movers to carry flammables. Properly dispose of or give away anything that could cause a fire or damage.

### Trade Secret #9:

When packing a personal computer, these steps will help you prepare it for safe transport. For more advice, your local computer dealer can answer other questions. To pack your computer, we strongly recommend that you use the computer's original carton and packing materials. If they're not available, use a box that is both strong and big enough to hold the computer, and pack it with unprinted newspaper.

1. Back up your software and data files. These should be moved with you or sent to your destination via insured mail.
2. Park the hard drive (if applicable). See your computer's instruction manual for special steps to take. With newer computers, simply turning the power off initiates this safety feature.
3. Insert cardboard or old disk into disk drive(s).
4. Unhook all cables and power cords, indicating their positions for ease in set-up. Pack cords separately with manuals and software.
5. Use only static-free packing materials like clean, wadded unprinted newsprint (not standard bubble wrap or packing peanuts).

6. Create a base layer of wadded unprinted newsprint and place computer on top of layer. Then surround sides and top with more wadded unprinted newsprint until firmly packed, and seal carton with packing tape.
7. Be sure to remove the waste toner hopper from your printer, and have the unit vacuumed before packing.
8. Remove all ink cartridges from the printer.

### Other Important Information

Typically, a move requires the loading and unloading of such appliances as: washing machines, ice makers and gas or electric dryers.

**Important:** Please contact a qualified and specialized service company representative (plumber, electrician, gas company or carpenter) to perform any disconnection or reconnection services prior to you moving out of or into your new home.

Because at North American we do not:

- ◆ disconnect appliances or reconnect them in the new residence unless special arrangements have been made with a qualified third party service provider.
- ◆ disconnect utilities
- ◆ repair appliances
- ◆ remove or install air conditioners
- ◆ perform wiring, plumbing, electrical or carpentry services

### Tools & Materials You'll Need

- ◆ unprinted newsprint and tissue paper (newsprint ink can soil and even damage some items)
- ◆ 2" plastic tape (to assemble and close cartons)
- ◆ utility knife
- ◆ scissors
- ◆ permanent markers

### Types of Boxes

- ◆ **1.5 cu. ft. boxes (book box)**  
Use for heavy or dense items including books, records, shoes, canned goods, kitchen canisters, small appliances and hand or power tools.
- ◆ **3 cu. ft. boxes**  
General-purpose size. Good for toys, lampshades, pots and pans, kitchen utensils, etc.
- ◆ **4.5 and 6 cu. ft. boxes**  
For large, lightweight items such as pillows, bedding and toys. Do not overload.
- ◆ **Wardrobe boxes**  
Equipped with a bar for hanging clothes, curtains and draperies. The bottom is not designed to support weight; do not pack other items in the bottom of these cartons.
- ◆ **Dishpacks**  
Specially designed with available cell dividers for transporting dishes, glasses, bowls and other kitchenware. Also good for lamps, small pictures, knickknacks and light appliances.
- ◆ **Mirror boxes**  
Telescoping, large and small sizes. Provide extra protection for mirrors, large pictures, and glass tabletops.
- ◆ **Mattress boxes**  
Available in crib, twin, standard double and queen/king sizes.

For more information, contact your local North American agent.