

## How to Pack Cartons

### 1. Plan Ahead to Obtain Necessary Cartons

We can sell you any cartons you might need in addition to other packing material such as paper and tape. Starting to collect cartons a month or two prior to your move will allow you sufficient time for packing.

### 2. Select the proper size and type of Carton

Heavy items such as books, record albums, and canned food should be put into Book Cartons. Standard Removal Cartons are used for items like Kitchenware, Clothing and Linen. Items like pictures, mirrors, glass tops, shelves, clocks and mattresses may require special cartons which we can sell to you. For a full range of cartons please view our Online Shop at [www.toowoombapackingsupplies.com.au](http://www.toowoombapackingsupplies.com.au)

### 3. Packing of some items is optional on local moves

When you are moving locally some items don't necessarily need to be packed like mirrors, large pictures and mattresses can usually be transported safely for short distances without packing however if moving long distances or into storage you will need to pack these items. Lamps and lampshades should always be packed.

### 4. Pack one room at a time

Packing one room at a time has the effect of dividing the overall task into several smaller and more manageable tasks.

### 5. Use Quality Packing Tape on your cartons

Tape the bottom of cartons with a cross making sure the tape goes 5-10cm up each side using Quality Packing Tape before filling them to prevent broken cartons during the move.

### 6. Heavy items on the bottom and light items on top

In each carton the heavier items should be placed at the bottom and the lighter items on top to prevent damage.

### 7. Use a lot of paper

All breakables should be wrapped individually in paper. Cushion bottom, sides and top of cartons with crushed paper.

### 8. Place breakables correctly in carton

Plates should be stacked vertically; glassware should be placed in an upright position; again, use plenty of paper or bubble wrap on all fragile and breakable items. Don't use Newspaper on plates as it can stain plates. Toowoomba Packing Supplies sells pre-cut food grade quality Butcher's paper. For more information please view our online shop [www.toowoombapackingsupplies.com.au](http://www.toowoombapackingsupplies.com.au)

### 9. Correctly fill cartons

Fill all cartons to the top without overfilling. Cartons with items sticking over the top can't be properly closed or stacked and cartons that are underfilled tend to crush when stacked. Always make sure each carton is filled totally to the top before closing. A small space at the top can be filled with paper, a towel, a blanket or other similar items.

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**Pack  
Store  
Move**

**41-45 STEPHEN STREET, TOOWOOMBA, Q.4350**

10. Close carton and seal shut with Quality Packing Tape

Cartons should be closed-top and sealed with Quality Packing Tape making a cross to prevent damage and make stacking easier.

10. Label each carton

Use a felt pen to clearly label each carton as to its general contents, the room it is to be placed in at destination and if fragile. Label on the side of each carton rather than on the top so that cartons in stacks can be identified. If a carton is packed in a manner that requires it to be always kept in an upright position, draw arrows on each side indicating which end must always be kept up.

PACK  
STORE

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