

BOX\$MART carton packing made easy!

Packing boxes is actually harder on your back than lifting and carrying them. Here are some simple directions that will help you become BOX\$MART.

- ❑ Identify and clear an area where your packed cartons can be stacked without blocking entrances or obstructing access to furniture.
- ❑ Set up your BOX\$MART packing area adjacent to where your packed boxes will be stacked.
- ❑ Ensure you have all the packing equipment and supplies you need, preparation is the key for a BOX\$MART move.
- ❑ Lay out your wad of paper on a flat stable surface, at a comfortable working height, place the carton to be packed alongside. Have Carton labels, markers and your rolls of packing tape at hand. Do not pack cartons placed on the floor, as the continual bending can lead to back strain.

Now you're ready, lets get packing...

1. Select the right BOX\$MART carton for the job, for heavy items like books, bottles, and tinned food use a small carton. For lighter bulkier items like towels and bed linen larger BOX\$MART cartons are ideal
2. Open the carton upside down to access the bottom flaps. Fold in the short side's flaps first, followed by the longer sides flaps. DO NOT interlock flaps.
3. Ensure that the carton is square and the outer (Long) flaps meet, then starting from at least 10cm (4") down the short side tape around and over the two long top flaps and 10cm (4") down the opposite side, securing the outer flaps together and securely onto both sides. Now repeat this action in the opposite direction for additional strength.
4. Turn the carton upright and line its base with padding - scrunched up butcher's paper, towels or linen is ideal.
5. Pack a mix of light and heavy items in large cartons, heavy items near the cartons base, lighter items on top. Always fill cartons or top-up with padding. DON'T OVERFILL and NEVER LEAVE GAPS.
6. To avoid breakages arising from movement and settling within the carton, always fill gaps between items with either crumpled butcher's paper or some other cushioning.
7. Fragile items, such as glassware and crockery must be wrapped separately in butchers' paper, and then packed in layers on their ends or edges.
8. Make sure that the each item is completely wrapped so that no part remains exposed to accidental damage.

9. Between each layer of fragile items place additional padding – also ensure there is also sufficient padding on all four sides of your breakables and finally the top is also well protected from harm.
10. To protect you valuables and fragile items it is strongly recommended that each BOX\$MART carton be packed with about one third of its capacity filled with padding.
11. Even when packing non-fragile items always insert a layer of protective butchers paper (or equivalent) between each layer, and fill all gaps
12. Remember to keep the weight of each packed carton under 20 Kgs., do not exceed the lifting capacity of an average adult.
13. Fold in the top flaps of the carton in the same manner as the bottom flaps short sides first, followed by the long sides. DO NOT interlock flaps!
14. Ensure that the outer flaps meet, (if they don't you have overfilled the carton) then starting from at least 10cm (4") down the short side tape up and over the two long top flaps and 10cm (4") down the opposite side, securing the outer flaps together and down onto both sides.
15. Prepare a BOX\$MART carton label with the destination room's name and brief description of its contents immediately you complete each taping.
16. Affix the prepared label to the side (NOT TOP) of each carton so it can be seen when cartons are stacked, and make sure you are BOX\$MART on arrival too.
17. Grasp both sides on the bottom tape ends and lift BOX\$MART bending your legs whilst keeping your back straight and upright. Bend your legs when putting your carton down too. We recommend the use of our exclusive 'Back Saver' lift mate, the last thing you need is a bad back on moving day!
18. Stack your packed BOX\$MART cartons label side visible in a secure dry area, ready for your move.

On arrival at your new address...

19. To avoid double handling take each carton directly to its designated room/office.
20. Open and fully unpack each carton, then cut all tape and return it to its flat form before you start on the next.
21. Stack unpacked cartons until you have completed unpacking, secure them together with supplied strapping. If the strapping has been mislaid during your move ask for extra and we will post it out to you.
22. Finally ring BOX\$MART on 1300 663 979 for carton collection & your refund, smart move!