



Thanks for signing on :)

Here is some useful information that you'll need to know in preparation for your storage box. Please read through this information carefully.

## Getting Ready

Here are some helpful tips on wrapping your valuables and breakables so that they don't get damaged while in storage.

- Furniture
  - Dismantle any furniture if possible. Can the legs be easily removed from your table?
  - Don't move wardrobes, drawers, tall boys etc while full. They are very heavy and you could cause damage to yourself or the furniture.
  - Don't place soft furniture directly on the floor of the box, use plastic or sheets to protect your furniture.
  - Clothing and personal goods should be packed in strong cartons.
  - Stack chairs seat to seat with cloth or paper separating them.
  - Wrap Cushions in plastic.
  - Dismantling heavy furniture can also make it easier to carry.
  - Place a plastic cover or sheet over all furniture, especially sofa's, recliners and anything valuable.
- Whitegoods
  - Empty, Clean and dry all white goods before storing (fridges, freezers, microwaves, etc).
  - Maintain freshness by placing a deodoriser inside fridges or freezers is also a good idea to
  - Packing items inside the fridge or freezer may damage the interior lining, so best to keep them empty.
  - To prevent mould, leave doors slightly ajar.

- Glass and Breakables
  - Wrap all breakable items separately in newspaper, tissue paper or bubble wrap. Place them gently into a sturdy box and clearly mark the outside of the box: "Fragile".
  - Some items may stain when wrapped in newspaper, so tissue paper or bubble wrap may be more suitable for porous items.
  - Place bubble wrap in the top and bottom of cartons for added protection. Plates, saucers and bowls are best individually wrapped and stored on their side on to prevent any breakage.
  - Fill any empty space with packing material.
  - Ensure you haven't stacked heavy items on top of cartons containing breakables. Pictures and mirrors should be wrapped in cardboard or proper picture/mirror cartons.
  
- Electronic Items
  - Ensure all electronic equipment is clean and dry before storing.
  - If it comes with a remote, don't forget to pack this with the electronic item.
  - If you've kept the original boxes, these are ideal. If you don't have the original packaging use a sturdy box with plenty of padding.
  - Remember to pack your electronic items on top of heavier items, but not in a position where they may fall and be damaged.
  
- Metal Items
  - Prevent rust by wiping chrome or cast iron with a little machine oil. A few drops of oil on other metal items such as tools will also prolong their life.
  - Keep these items separate so that they don't come in contact with furniture or other fragile items. They could stain or scratch.
  - Prevent tarnishing by wrapping silver in NON ACID tissue paper or a plastic bag.
  
- What you can't store
  - For the safety of other customers we ask that you refrain from storing any hazardous materials, including items that are, illegal, poisonous, inflammable, explosive, environmentally harmful, perishable or that are a risk to the property of any person.
  - Check our terms and conditions for the full list of prohibited goods.
  
- General Tips:
  - Once everything is packed, move everything you want to store into a designated space. This way you can gauge how much space you have and you'll be less likely to forget something when it comes time to pack the box.

- Label your boxes. You will thank yourself later when you go looking for something. Remember to make sure the labelling is clear when you pack the box, so that when you come to unpack, you can see the labels easily when you open the door.

## Packing your Box

We are always extremely careful when moving our customer's storage boxes, however things can bump around during transit. Here are some hot tips for packing up your furniture and belongings so that they stay safe in transit.

- **Before you start**, you need to imagine how the box should be packed when full. You want your belongings packed so that there is not sideways movement. Think about when you pack a couple of bags of groceries into your car boot. The first sharp corner will throw your apples and oranges across the floor. You need to make sure nothing large or breakable can tip over or slide from side to side.
- **Large and heavy first**. Fit in the largest items first then fill the gaps with the smaller stuff. It will be harder to fit something large at the end when you've filled it with the smaller stuff. Also be sure to pack the heavier stuff at the bottom so you don't crush anything.
- **Light and fragile last**. Make sure your fragile and electronic items are secured and won't fall or be crushed.
- **Soft Padding**. Couch cushions, blankets, doonas, bags of clothes, or anything soft will make great padding so leave these until last to fill any gaps and prevent too much movement.
- Never lift something that's too large. Grab a friend to help.
- To lighten the load, remove any drawers from dressers or tall boys before moving into the box. When inside you can put them back in to save on space, just make sure something is packed against them, or the drawers are facing the wall so that they don't fall out.
- Use an old sheet to cover fragile or easily scratched surfaces, like table tops or mirrors.

## Lock and Load

When you've finished packing your box you'll need to secure it with a padlock. You will need to provide this yourself because you will be the only key holder. If you can't get to the Lock store, you can purchase a lock from us. See the order form at the end of this info sheet.