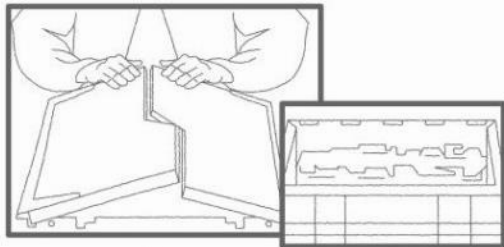


Packing Instructions & Label Placement Guide

Crate Packing Instructions

Standard Crate

STANDARD
CRATE
TO
DOLLY



STACK
CRATES
4 HIGH



1. Placing

- Collect your crates and dollies
- Place 1st empty crate on crate dolly
- Roll the crate to the items to be packed

2. Packing

- Pack files and contents up to the line a half an inch below the top of the crate
- Close the lid as shown

3. Stacking

- Place 2nd empty crate on top of the 1st, fitting it snugly between the interlocking notches
- Repeat packing steps
- Continue Pack-N-Stack™ process 3 to 4 crates high

4. Ready to Go

- Affix crate move labels and security ties on ends of the crates for easy identification
- Your mover can now quickly roll the stack away

5. Unpacking

- Simply reverse the Pack-N-Stack™ process, nesting 1 empty crate inside another when done
- Leave the dolly under the nested stack for mobility

Employee Packing Instructions

The following instructions have been prepared to make moving easier and reduce unnecessary delays. Following these instructions will help provide a smooth and efficient relocation to your new facility.

General Information

- The _____ room has been designated as lost and found.
- Only designated personnel should be present during the move to make decisions.

Labeling Information

- Movers will only move items labeled with a moving label. Anything not to be moved should not be labeled.
- Label all items to the appropriate location at destination.
- Label all items in front for easy identification. Boxes need to be labeled on the end because they are stacked.
- Labels have separate locations for floor, room and piece. The piece section should be used for items being placed in sequential or alphabetical order.
- Use only the labels provided to you. If you run out, please advise your move coordinator, as moves are usually color-coded.

Packing Information

- If it fits in a box or crate, pack it. If not, tag it and forget it.
- Personal items should be taken home the day prior to the move. The movers are not responsible for personal items.
- All contents in desks, returns, credenzas, bookcases and supply cabinets need to be packed. Lateral file cabinets need to be boxed completely. Vertical file cabinets are the only item transported full.
- Desks, returns and credenzas will be tipped on end, so empty all drawers. Place pens and smaller items in an envelope. Place the envelope into a box associated with the desk.
- All boxes should be packed full, but not bursting. Make sure all lids are closed. Place one of your old business cards or an employee locator form inside the box.
- Common areas with storage cabinets are the most forgotten. These areas usually need to be assigned for packing.
- When packing bookcases, remove and label all the shelves. The pegs or clips supporting the shelves should be removed, put in an envelope and placed in a box with the contents of the bookcase.
- Computers and technical equipment should be labeled. Leave all equipment together. The movers will disconnect and pack. All equipment will be wrapped and transported in tri-wall containers for additional protection.
- Wall mounted items should be labeled and taken off the walls. Leave the items on the floor, resting against the wall. The movers are not allowed to remove permanent mount items mounted on the walls.
- Dispose of garbage and unwanted/unneeded supplies and/or equipment prior to the move.

General Labeling Instructions

Number Definition:

The example below represents a cube, room or office moving label. If, for example, your new room/cubicle number is 8116, the first number represents the floor. The next three numbers represent the room, office or cube location. The last two numbers represent the sequential order of your items.

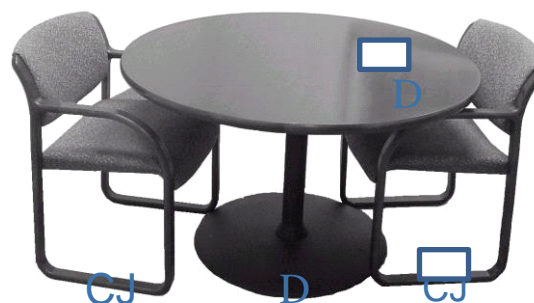
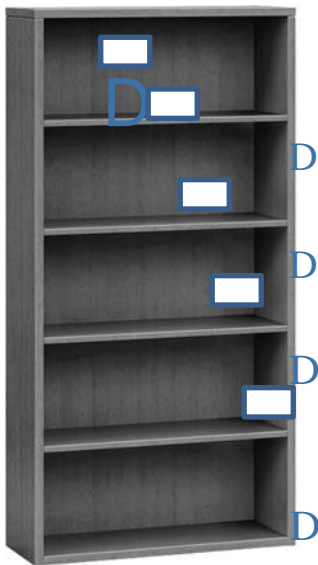
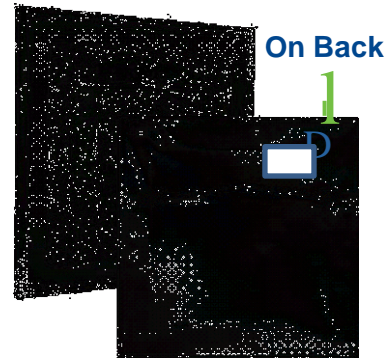
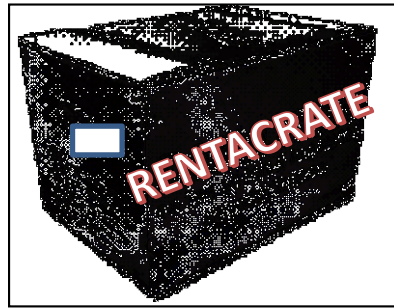
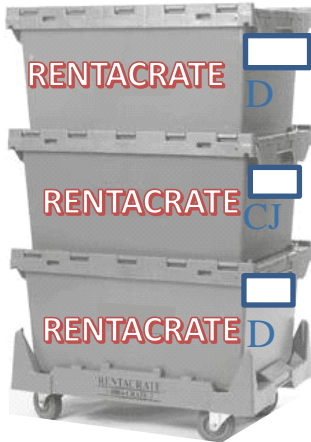
Office/room/Cubical:

FLOOR	ROOM	PIECE
8	116	1 of 8

Brief description on how to fill out moving labels:

- The first block represents the floor that you will be relocating to.
- The second block represents the room /cube number you have been assigned.
- The third block represents the piece in your personal inventory of your goods, if necessary.
- In the event you have sequential furniture placement needs, the piece block on the label should be used.
- When packing lateral file cabinets, the piece block should be used to identify file location sequence.

Label Placement





Employee Relocation Locator Sheet

This crate/box belongs to:

Name

New Location Number

**Please place this completed
Employee Relocation Locator Sheet
inside the crate/box, on top of the
materials before closing.*