

## Packaging Bins

1. Plastic containers and lids will be available for advance packaging purposes.
2. All items smaller than the box must be packed in a box, including fragile articles.
3. Paper for wrapping fragile items, coloured labels and ties will be provided by the movers, if required.
4. DO NOT OVERLOAD CONTAINERS.
5. It is important that containers are not packed past the top edge to allow for closure and stacking.
6. Place labels on the ends of the bin NOT on the lid as no one will see the label.
7. Make sure you empty your Desks and Credenzas completely.
8. DO NOT PACK ANY VALUABLES, IPADS OR LAPTOPS. They are to stay with you.