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Moving and

Packing Instructions

MARKING: label each item - furniture, lamps, typewriters, computers, calculators, plants, pictures, in/out baskets, **everything!** You will be assigned a number and/or color code for your particular area. Your **number and colored tag** must be on the boxes and the furniture for your area, otherwise they will be stored in the lost and found area.

BOXES: Containers are stacked when moved, therefore, please **do not over pack**. Flat tops on cartons will speed the move. Labels with your assigned number or color code must be on the end - **not on top**. If containers are **FRAGILE**, mark them as such for special handling.

DESKS & CREDENZAS: Label all desks and credenzas on the top surface. Your desk will be turned on end, and therefore, it must be **emptied completely**. Secretarial desks must have a label on both the desk and the return. Remove file rails and holders, if any, and tape on the bottom of the drawer.

GLASS TOPS: Place a label on the lower right-hand corner and remove all papers from under the glass. If part of a table, label both the glass and the base separately.

FILE CABINETS: Place the label on the top drawer. On vertical files - be sure that all the pressure plates are moved forward so the contents will be secure. Lateral file cabinets must be emptied whether or not a lock is provided.

BOOKCASES: Place label on the inside back. Contents must be removed and boxed. Remove shelves and bundle together, labeling all shelves. Remove clips or pegs and pack with contents.

LARGE METAL SUPPLY CABINETS: Place a label on the front near the upper right-hand corner. Remove contents and pack in containers. Tag contents the same as the cabinet. Remove shelves and place on the bottom of the cabinet.

CHAIRS: Place the label on the leg or base of the chair, because it will not adhere to vinyl or fabric.

COMPUTERS AND OTHER MACHINES: Place the numbered label on the computer screen and on the front of all other equipment such as typewriters, printers, faxes etc. Typewriter covers and other similar items must be packed with the other boxed articles. Machines will be moved in a gondola. Unplug all cords and pack if removable, if not, wrap around the machine. Calculators and other small machines must be packed.

PICTURES: Pictures must be labeled and removed from the wall, but left unpacked. A special carrier will transport all pictures at one time.

DO NOT FORGET: Tag chair mats, waste baskets, heaters, fans, etc.

MISCELLANEOUS: Please hand carry any and all personal items, i.e., photographs, sculptures, knick-knacks, radios, TVs, flower vases or things that have sentimental value and cannot be easily replaced.

IF IT IS NOT TAGGED - IT WILL NOT BE MOVED!!!