

## Drop n Go Packing Guide



## STUTTAFORD'S DROP N GO SERVICE

Stuttaford Van Lines' new Drop n Go removals service for small moves between Johannesburg, Cape Town and Durban.

You can now send a total volume of up to 3m<sup>3</sup> for only R1035 incl. VAT and your consignment will be ready for collection within 14 working days. **Collection and delivery of items are subject to vehicle availability.**

**Experience the service levels of Stuttaford Van Lines, the most trusted removals company in South Africa.**

## QUICK GUIDE TO PACKING

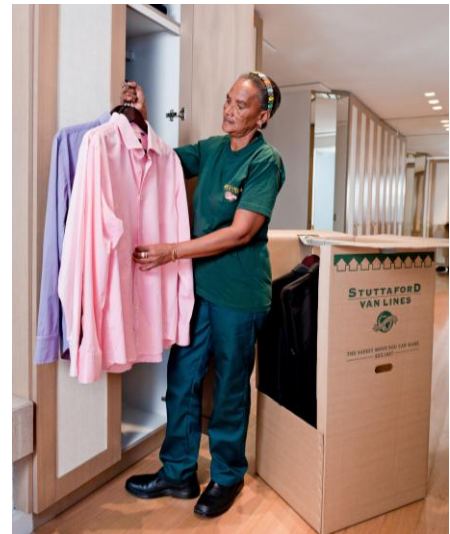
- a) Whenever china, glassware or fragile items are packed, ensure that crumpled white paper is placed at the bottom of the carton approximately 10cms deep to act as a cushion. Do not lay white paper flat at the bottom, as this will serve no purpose.
- b) Fill all gaps with crumpled white paper in any carton packed with fragile items to reduce the chance of breakage. This may occur for example, if the carton is carried upside down and there are no "Fragile/This way up" labels!
- c) Always line cartons with white paper or plastic when packing linen, clothing or curtaining. It looks professional and keeps the contents dust free.
- d) When packing plates remember, first crumpled white paper in the bottom of the Reference 3, then a minimum wrap of two layers of paper round each plate before standing them upright in the bottom of the carton. If the plates are packed flat, downward pressure on the carton from the rest of the load during transit, may crack the plates. Also remember, do not pack a lot of heavy plates onto other plates as this will certainly cause breakage and the strong likelihood of the carton bursting open or being dropped.





- e) Packing books. Soft covered books can be packed either flat or on end. Do not crush, damage or bend this type of book to fill gaps in the carton, use white paper as filler instead.
- f) Hard covered books such as encyclopaedias should be packed flat into a carton to avoid the binding twisting and damaging the book. It should also be remembered to line the carton with a sheet of white paper that is folded over the top once the carton is full, to avoid dust.

- g) Clothing. Use Reference 3 carton to pack jerseys, shorts and socks etc. Use Reference 4 to pack trousers, slacks, dresses, evening gowns and curtains etc. Use Reference 5 (Wardrobe) carton to hang suites, evening dresses, coats etc. Remember, in all instances, white paper should line the carton and be folded over the top once the carton is full to protect the clothing from dust etc. In the case of Wardrobe cartons, hanging clothing should be covered with white paper, and plastic tape used to seal the paper on the neck of the hanger rail to avoid dust getting in.



- h) When packing cartons, always pack the lighter items on top otherwise not only does the carton get heavy and difficult to carry, but the light or fragile items packed underneath will get damaged or broken.

- i) Silverware: When packing, keep knives with knives and forks with forks. Roll each utensil up separately using strips of white paper that are slightly longer than the utensil. Do not pack these items on top of glassware because they are heavy and will break the glassware.



- j) Kitchenware: Always wrap pots and their lids separately, but pack into the same carton.

- k) Liquor: Must be counted, inventorized and sealed.



## l) Paintings and Pictures:

1. Remove carefully from the wall.
2. Unscrew any hooks at the back that may be protruding, wrap them carefully in a flat parcel with the hanging wire or string, and fasten carefully to the back of the picture with masking tape.

3. With glass fronted pictures, place masking tape across the glass from corner to corner taking care to avoid contact with the frame because the adhesive on the tape will lift off the paint from the frame. If the glass then cracks or smashes, the tape should hold the glass together preventing the glass from damaging the picture.



4. Wrap the picture in Airplast and then Sheetboard. If the picture, mirror or glass top is medium or large, a crate must be fitted over the packing so that chance of breakage is reduced. The rule with Plate Glass is that if it is larger than 0.4sq. Metres (.80cms x .40cms), it must be considered for crating. The only exception to this would be a same day collection and delivery and a blanket wrap is acceptable.
5. If pictures are small enough wrap only in double layer of white paper or Airplast and place front to front, with a sheetboard partition separating them. Then place into appropriate size carton e.g. Ref. 2 or 3 carton.