



Proper Packing Tips

Please read the information below to learn how to properly pack your belongings. Call us at 215.666.1139 or e-mail info@helpustoreit.com with any questions. **Help U Store It is not responsible for incorrect packing of personal belongings.**

Protect Your Contents

The most common error made in packing is failing to properly protect the contents within the packing container. The potential for your items to be damaged is increased when fragile items are not protected. Please consider the following suggestions:

- **Use the original boxes** to pack computers and other electronics. They are the correct size and the original packing materials, if kept, will help ensure the safety of the contents.
- **Use the provided packing** wrap, towels, blankets, newspaper, or clothes to pack fragile items such as picture frames, mugs, alarm clocks, etc.
- **Make certain that items in the boxes are secure** enough so that they cannot move around inside. Use clothing, towels, blankets, or crumpled newspaper to fill open spaces.

Watch What You Pack

There are some things you should not ship or store with Help U Store It because we do not insure them against loss or damage:

- Jewelry, coins, cash, and collectables.
- Items of intangible value.
- Extremely fragile items (e.g. mirrors).
- Improperly packed items, including furniture that is not adequately wrapped.

Distribute the Weight

To avoid over-stressing the boxes, we suggest that you separate your heavy items into multiple boxes. This will prevent breaking boxes and breaking backs. We have a weight limit of 50lbs per box. Boxes over 50 lbs. weight are subject to a 50% surcharge.

Consider the following:

- You should not pack all school books in the same box. Try mixing your books with lighter items such as clothes or sheets. This is also a good way to keep your books in good condition.
- It is best to place heavier objects as close to the center of the box as possible to minimize the risk of breaking the box.



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Secure and Seal Your Items

Boxes:

Your boxes will arrive flat and it is your duty to construct their shape. First tape the bottom while paying close attention to the quality of the closure. Help U Store It does not anticipate you will use all of your provided tape, so do not be afraid to over-use. You will need at least three strips of tape for both the top and the bottom of the box. Do not use masking tape or string. A roll of packing tape is included with our supply kit. Additional boxes, tape, and moving supplies can be purchased from our www.HelpUStoreIt.com or by calling us!

Carpets & Rugs:

Please roll your carpets and rugs tightly. If possible, please secure with tape along three points, and covered in plastic if you want to keep them free from dust.

File Cabinets & Desks:

If you are storing a desk, please tape all drawers shut, please cover the finished surfaces with plastic or cardboard to prevent minor scratches during handling. Store any loose pieces in one of your boxes.

Futons:

Please cover the mattress, if possible, with plastic. Please tape a storage label on both the mattress and frame.

Refrigerators:

Please unplug your fridge at least **TWO DAYS** prior to your move out. Please ensure sure your refrigerator is completely defrosted and dry at the time of pickup. If not, please dry with towels or paper towels. Secure loose items inside of the fridge. You must tape the door shut. Bundle and tape the power cord to the back of the fridge, behind the cooling coils so it is not dragged behind.

PLEASE NOTE: Help U Store It reserves the right to refuse pickup of refrigerators that have not been unplugged for a minimum of two days prior to pick-up. These refrigerators can potentially cause mold and mildew damage to boxed items belonging to other customers. Make sure the fridge is unplugged two days prior to the scheduled pickup to ensure our team will be able to store the item.

Label Your Boxes Clearly

Help U Store It will provide you with labels at the time your boxes are delivered. If you are in need of more, you can print them from our website. Our storage label is not self-adhesive so it must be tapped to all of your storage items, including your furniture. As a security measure, please place the label over the center of the box where you tapped it. If the seal is not broken, this will ensure that no one has opened your box when you receive it next semester.

Please fill out all fields on your storage labels and place the label on the top center of the box. In addition to the label, **write your name and New Dorm** with the provided heavy marker on **at least one side and the top**. For items other than boxes, make sure the label is **secure and visible**.