



# PACKING INSTRUCTIONS

## LABELING

Label all boxes and all items in **TWO** spots with a black marker. Each item must have the following: Name, School, Summer Phone number, Summer E-Mail. Labels may be downloaded from our website [www.isimplystorage.com](http://www.isimplystorage.com)

## PACKING

1. Use original manufacturer boxes first.
2. Wrap all electronic and fragile items with bubble wrap. Place clothing/bedding with electronic and fragile items to help keep them safe and prevent shifting.
3. Distribute weight evenly between boxes, separate your heavy items into multiple boxes.
4. When folding boxes, do **not criss cross the flaps**.
5. Large TV's and other items too large for boxes will be wrapped in a moving blanket at move out. **Label these items in two places.**
6. **Do not** fill medium or large boxes with books. We Do Not Accept Boxes over 65 lbs. If you can't lift it, neither can we!
7. Always **tape power cords** to the body of an item.

## YOUR ITEMS

**Computers and Electronics:** Use manufacturer boxes first. If using our boxes, tightly secure contents. Put in bubblewrap or soft clothing/bedding in box, then equipment, then more bubblewrap or clothing/bedding on top and sides if necessary. Label box with your information and FRAGILE.

**Fans:** Box and pole fans can be stored as is. Label. Desk fans can go in boxes with other items, separate with bubblewrap or clothing/bedding.

**Floor/Pole Lamps:** remove bulbs, tape cord to base. Label.

**Futons:** Break down frame. Fold mattress in half and tape it. Cover in plastic if possible. Label both frame and mattress.

**Microwaves:** Tape the glass turntable inside so it does not move, tape door shut, tape cord to micro. Clean interior. Label.

**For more information call a Customer Service Representative toll free at 1-888-9-StoreIt or e-mail us at [info@isimplystorage.com](mailto:info@isimplystorage.com)**

**Milk Crates:** Make sure the open side is covered if you put items inside. Label.

**Particle Board Furniture:** If the item can be disassembled, you will save money and will lessen the chance of damage. We are not responsible for particle board furniture if it is put in storage assembled and/or full of items. Particle board does not move well when filled with items.

**Plastic Bins/Carts:** Do not go in boxes. Tape tops/drawers shut. Label.

**Refrigerators:** Unplug refrigerators at least **48 hrs. before pick up**. Refrigerators **do not go in boxes unless you have the original box**. Make sure it is dry & empty. Put a spacer between the door and tape shut. This will prevent odor. Tape the cord to the fridge. Label the fridge.

**Rugs:** Roll tightly, secure with tape, label in two spots.

**Trunks:** Close trunk and lock if possible. Make sure clips are closed. Tape shut if necessary. Label.

**Yaffa Blocks:** Break down and label.

### We do not accept:

1. Liquids: Shampoo, laundry detergents, cleaning supplies, dish soap, hair spray, and flammable substances. We are not responsible if these items explode in your boxes/bins.
2. mirrors
3. Valuables such as jewelry, cash, collectibles

### Questions?

E-mail us at [storeit@frontiernet.net](mailto:storeit@frontiernet.net) or call at 1-888-9storeit (1-888-978-6734)



*We've got the boxes!*



*We've got the trucks!*



*We've got the movers!*

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