**MOVING CHECKLIST**

* Proper packing will save you time and frustration.
* Start by packing out-of-season items and those things you use infrequently.
* Empty dresser drawers of breakables, perishables and prohibited items.
* Isolate and protect dangerous items like knives or skewers that might puncture or damage other items (or movers).
* Keep all pairs and components together. Place small hardware items in plastic bags and tape them securely to the equipment.
* Wind electrical cords, fastening them so they do not dangle.
* Wrap fine China, crystal, and delicate items individually in clean, unprinted paper, tissue paper, towels or even facial tissue.
* Place a two- or three-inch layer of crushed paper in the bottom of every carton for cushioning. As each layer is completed, fill in empty spaces firmly with crushed paper.
* As you fill smaller boxes with delicate items, consolidate them into a single large box, filling in spaces with crushed paper.
* Avoid overloading cartons but strive for a firm pack that will prevent items from shifting. The cover should close easily without force but should not bend inward.
* Seal cartons tightly with tape except for those containing items listed on Mayflower’s High-Value Inventory Form. These must be left open for the van operator’s inspection.
* As you finish with each carton, list the contents on the side of the and in a special notebook. You might want to number and/or code the cartons as well.
* On the label, assign each box to a room in your new home. Tape signs on the door of each room at your destination so movers can get the cartons into the proper rooms quickly.
* Place special instructions on cartons you want movers to unpack first at destination.