

## **Box Selection Guide - Commercial**

Our moving cartons are specifically design to protect the most prized possessions in your office. With the box selection guide below and our packing guidelines you can be confident that everything that is packed gets where it's going in one piece.

### **Small Box (Book Box – 1.5 CuFt)**

Handles heavy items books, magazines, CD's, non-hanging files, small lamp shades.

### **Tote Box (Letter – 15x12x10, Legal – 24x15x12)**

Used letter and legal sized file folders

### **Medium Box (3.0 CuFt)**

Ideal for 3 ring binder books, smaller pictures, envelopes containing smaller desk items (Paper clips, pencils, etc.), lamp shades, plaques, office supplies.

### **Large Box (4.5CuFt)**

Primarily used for larger lighter weight items such as lamp shades, pillows, smaller office kitchen appliances (Coffee Maker, Toaster, etc.), and larger lighter weight binders.

### **Dish Pack (5.2 CuFt)**

Double wall thickness box used for breakables such as dishes, glassware, lamp bases, vases. Anything made of glass and that is more susceptible to breakage.

### **Mirror/Picture Box (Small 30x40 – Large 40x60)**

A four piece adjustable box for flat items up to 3 ½" deep. Will hold mirrors, pictures and glass table tops.

### **Wardrobe Box (18" & 24")**

Includes a metal hanger bar for hanging clothes. Also used for non-breakable lamp bases, hanging lamps and large artificial plants.

## **Packing Supplies**

### **Packing Paper & Tape**

Bundles of newsprint sheet paper without the ink. Used to wrap items and to provide cushion inside boxes. Carton packing tape to properly seal boxes on top and bottom.

### **Paper Pads**

Used to wrap pictures and mirrors prior to packing in mirror boxes.

### **Bubble Wrap (Regular & Anti-Static)**

Used to wrap electronic & office equipment in prior to packing or placing on movable carts during the move.

### **Stretch Wrap (18" Wide)**

Thin plastic wrap used to wrap fabric furniture before pad wrapping to prevent soiling. Also used to wrap desks, file cabinets and credenzas after pad wrapping to prevent drawers/doors from opening.

