
HOW TO PACK A BOX

- Assemble the box, and secure the bottom seam with tape. For added reinforcement, strap the bottom of the box by applying tape perpendicular to the main seam.
- Pad the bottom with enough crumpled paper to form a cushion -- if you press down on the paper, you should not be able to feel the bottom of the box.
- Stuff extra paper into corners, since they will take the brunt of the impact if a box is dropped.
- Wrap each item in paper, then put it in the box, leaving enough room on the sides and top for more paper padding.
- Don't "underfill" boxes, or they will collapse when stacked. Small gaps can be stuffed with paper, a towel, or clothing.
- Tape the box shut and label it with your name, the room it belongs in, and general contents. Label the side of each carton rather than the top so that labels are visible when boxes are stacked.

