



## *Riley and Sons Moving & Storage*

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### **MISSION STATEMENT**

Riley & Sons Moving and Storage goal is to provide quality relocations and services to all customers. We strive to provide each customer with the highest level of satisfaction at a reasonable rate.

We continually strive to reach these goals through exceptional customer service and trained experienced crews with detailed attention to our customers needs.

### **Tips on Packing**

If you plan to do part of the packing yourself, here are some tips that will help protect your belongings. You can also purchase packing material from our company.

#### **Bedding**

Fold and pack all pillowcases, sheets and blankets in clean cartons. Beds will be dismantled by us and set up in your new home. Mattresses can be placed in special cartons by the mover....you can help protect them by covering them with old sheets and mattress covers.

#### **Books**

Pack all books in small cartons. Alternated bindings, don't overload cartons.

#### **Bureau Drawers**

Don't overload. Too heavy of a load in drawers can cause damage to bureaus during moving. Remove any items that may break or leak.

#### **Canned Goods and Other Foods**

Pack upright with no more than 24-30 cans per carton. Don't attempt to move perishables. Wrap glass and boxed foods individually and pack in small cartons.

#### **China**

Pack plates, platters and saucers on edges, not flat. Wrap each item separately and place in strong cartons. Pack in layers with padding between each layer as well as on top and bottom of the carton.

#### **Glassware**

Pack in containers or in top of china carton. Stuff each glass with tissue. Do Not pack unwrapped glasses inside each other. \*Allow us to pack your valuable glassware or china.

#### **Clocks**

Remove or secure pendulum in large clocks. Valuable Grandfather and Grandmother clocks should be packed by movers, but must be serviced by an expert clock person at destination.

### **Clothing**

Hang clothing from the closet in wardrobe cartons (available from us) on hangers. Fold and pack other clothing in clean cartons. Clothes can remain in dresser drawers as long as they are not over stuffed.

### **Drapes and Curtains**

Hang draperies over crossbars in wardrobe cartons or pack in a clean carton. Remove curtains from rods, fold and pack in cartons or dresser drawers.

### **Lamps and Lamp Shades**

Remove bulbs and shades, roll up cord. Pack lamps with bedding or wrap separately and place in clean carton. Wrap shades completely in tissue (not newspaper). Place in large tissue-lined cartons.

### **Linens**

Fold neatly and place in clean cartons or bureau drawers (DON'T OVERLOAD)

### **Medicine**

Seal Caps with masking tape. Wrap and pack standing up in small cartons.

Mirrors, Paintings, Pictures, Glass shelves & table tops

### **Mirrors, Paintings, Pictures, Glass Shelves & Table Tops**

Tell your agent about valuable pampering for special care. Wrap small mirrors, Pictures and paintings and place on edge in cartons. Place large pictures and paintings on edge in heavy containers. Large wall dresser mirrors will be taken down by the movers and placed in special cartons. Glass shelving and table tops must be packed.

### **Stereo and VCR Equipment**

All VHS tapes, cds and stereo equipment must be boxed except speakers. Rack systems must come out of cabinets and be packed.

### **Rugs**

Leave rugs to be rolled by the movers

### **Silverware**

Pad silverware chest to prevent scratching or wrap each piece on cloth or paper with low sulphur content to prevent tarnishing.

### **Appliances and Utensils**

Wrap and place small appliances and utensils in sturdy cartons with heavy items on the bottom.

### **Tools**

Remove fuel from power tools. (Do not ship flammable fuel under any circumstances). Pack tools in small strong cartons. Wrap separately if valuable.

### **Simple Methods of Packing China and Glassware, etc...**

Remember in Packing CHINA to NEVER LAY FLAT - always stand on edge..

1. Unfold your newspaper from one to three sheets, depending on the size of the package to be wrapped.
2. Place the paper between plates, saucers and platters so that there will be sufficient packing material to protect the edges.
3. There are usually four to six plates or saucers packed in a bundle. These bundles should be made up of the same size plates or saucers as nearly as possible.
4. The cups and glassware are packed with sufficient paper all around, making individual packages.
5. As you pack the bundles of china straight across the barrel, and the bundles are not firm, use a wad of newspaper to hold the bundles firmly in place.
6. After the first tier is completed with the heavy plates, start the second tier with lighter pieces of china.
7. When the best china is packed, start on the glassware, prepare the barrel the same as for packing china. Put the more sturdy and heavier pieces of glassware in the bottom of the barrel, wrapping each individual glass with a fluffed wad of packing material which is then wrapped in an individual sheet of newspaper. The glassware should always be packed standing on end and never on its side. Stem glassware is very fragile and should never be put on the bottom.