

How to use Moving Crates



1 Placing:

- Set your first empty crate on crate dolly.
- Roll the crate near to the items to be packed.

2 Packing:

- Pack files and contents up to the line ½” below the top of the crate.
- Close by interlocking the lid.
- Please do not share plastic dollies with co-workers (This will defeat concept of the mover not needing to stack / un-stack moving crates)

3 Stacking:

- Place the second empty crate on top of the first, fitting it snugly.
- Repeat packing steps.
- Continue the process up to 4 crates high. Full moving crates should always be moved on a dolly and never carried full by any employee. (To eliminate back strains)

4 Ready to Go...:

- Affix your move labels to the **end** of the crates for easy identification.
- The movers can quickly roll the stack away.

5 Unpacking:

- Simply reverse the process, nesting one empty crate inside the others, with the dolly underneath.