1. **Label correctly!** Make sure each item is labeled with your name, customer number, phone number and item number (Ex 1 of 10 on first item, 2 of 10 on second). Each Mega Box has a location pre-printed on the box to write this information. If you plan to store additional items please stick the labels on the side of the item, not the top. If you need more labels visit storagesquad.com/labels to print.

2. **Prepare items for shipping separately** from items for storage! They should be labeled with a different set of item numbers and you should write SHIPPING clearly on the box!

3. **Protect your fragile items!** You have the option to purchase item protection (moving blankets or mattress bags) through us or you can provide it yourself for your items that are susceptible to scratches or dust. Remember that certain items cannot be insured or protected - mirrors, particle board furniture, electronics not in their original box, glass, and other fragile items.

4. **Thaw your fridges!** Make sure to unplug your mini-fridge at least 48 hours before your appointment and leave the door open while it thaws. After the ice has melted, wipe out the water with a cloth.

5. **Do not store laundry detergent!** This is the most common storage disaster as it seeps out and can ruin other items.

6. **Store electronics in original packaging** whenever possible! Remember that a TV or other electronic cannot be insured if it is not in its original box.

7. **Distribute heavy items evenly!** There is a 70 lb weight limit per box. Make sure to distribute books and other heavy items among all of your boxes to avoid fees!