PREPARATION & PACKING GUIDE

A good move starts with good packing.

You have received our boxes and packing materials. This guide explains what each one is for and how to pack your belongings the way our movers do every day, so everything arrives intact and is quickly unpacked in the right room.

Why it matters. We do not load unpacked items. When you pack yourself, our team may also refuse a box that is open, unstable, too heavy or poorly protected, and damage caused solely by unsuitable packing is not covered (General Terms art. 5.1 and 8.2). Following this guide protects you.

The 6 golden rules

1

Heavy at the bottom, light on top

In every box and in every stack. Heavy items go in the small boxes.

2

25 kg maximum

Aim for 20 to 25 kg, never more. If you can't lift the box easily, top it up with light items.

3

Fill to the top

A half-empty box gets crushed when stacked. Fill the gaps with paper.

4

Nothing should move

Gently shake the closed box: if you hear movement, add paper.

5

Seal with an H

One strip along the seam, one along each edge, on the top and the bottom.

6

Label 2 sides

Room, contents and number on the sides (the top is hidden in the stack).

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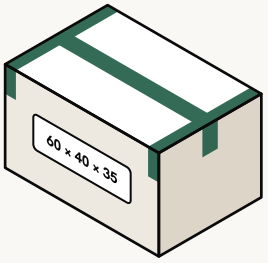
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Version 01.01.2026 · referred to in art. 5.1 of our General Terms

1 Your materials



Standard box

60 × 40 × 35 cm · reinforced double wall

The all-purpose box, for volume rather than weight.

BEST FOR

- Pots and pans, utensils, small appliances
- Household linen, folded clothes, shoes
- Decor, toys, bathroom products
- Cushions and duvets (also great as padding)

RECOMMENDED WEIGHT

20–25 kg, max. 25 kg

PRO TIPS

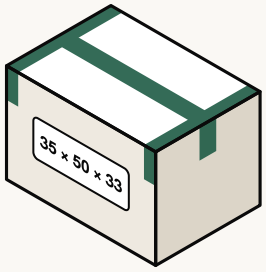
✓ One room = one box: don't mix kitchen and bedroom.

✓ Heavy at the bottom, light on top, then fill the gaps with crumpled paper.

✓ Stronger bottom: double the centre strip underneath.

AVOID

✗ Books, files, bottles: once full, it would exceed 25 kg.



Book box

35 × 50 × 33 cm · reinforced double wall

More compact and rigid: for anything heavy and dense.

BEST FOR

- Books, binders, paperwork, records
- Plates, dishes and crockery (see p. 4)
- Tins, groceries
- Tools and small heavy items

RECOMMENDED WEIGHT

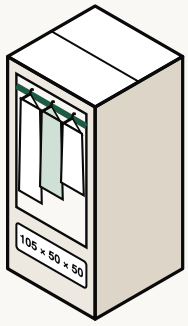
20–25 kg, max. 25 kg

PRO TIPS

✓ Books flat or upright as on a shelf, never spine up.

✓ Too heavy before it's full? Finish with linen or light items.

✓ The best box for crockery: its walls hold up better.



Wardrobe box with rail

105 × 50 × 50 cm · reinforced double wall

A portable wardrobe: clothes travel on their hangers and arrive crease-free.

BEST FOR

- Shirts, suits, dresses, coats
- Delicate garments (in their cover)

PRO TIPS

✓ Assemble the box next to the wardrobe, fit the rail, then move hangers in batches.

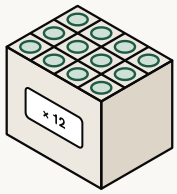
✓ Don't squeeze: clothes should hang freely.

✓ At the bottom: shoes in a bag or light handbags, nothing more.

✓ Tape the top closed and write the bedroom on it.

On loan from DL Company. Let us know in advance and we deliver them with your materials; otherwise our team brings them on moving day. We take them back at the end of the job. Would you like to keep them? Just tell us.

1 Your materials (continued)



Bottle box

up to 12 bottles · on request

The simplest and safest option for bottles: one per slot, upright.

BEST FOR

- Wines, champagnes, spirits
- Oils, vinegars, syrups

PRO TIPS

- ✓ One bottle per slot, always upright.
- ✓ Opened bottles: cap tight, a strip of tape, then a sealed bag.
- ✓ More than 12 bottles? Ask for another box rather than squeezing them in.
- ✓ Mark "↑ THIS WAY UP · BOTTLES".



Packing paper

plain unprinted paper

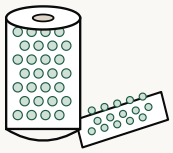
Clean and ink-free: it won't stain your crockery or linen.

BEST FOR

- Wrapping each plate, glass, cup and ornament
- Crumpled into balls: bottom layer, top layer and padding

PRO TIPS

- ✓ At least one sheet per item, 2 to 3 for very fragile pieces.
- ✓ Put about 5 cm of crumpled paper at the bottom of every fragile box.
- ✓ Avoid newspaper: the ink rubs off.



Bubble wrap

on a roll

For very fragile and valuable items you pack yourself.

BEST FOR

- Vases, ornaments, table and floor lamps
- Small electronics, valuables

PRO TIPS

- ✓ Bubbles facing the item, then tape the wrap to itself, never to the item.
- ✓ Varnished wood, lacquer or leather: a sheet of paper first (plastic can leave marks).
- ✓ Cut to the size of the item: one and a half turns is enough.



Packing tape

parcel tape

To seal and reinforce boxes.

BEST FOR

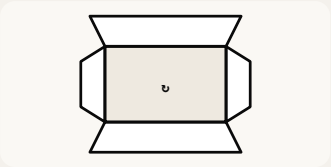
- H-seal on top and bottom
- Holding paper and bubble wrap in place

PRO TIPS

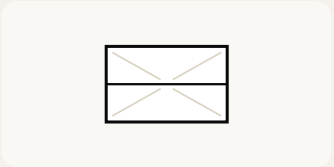
- ✓ Never directly on furniture, floors or walls: it strips varnish and paint.
- ✓ Don't close a box by interlocking the flaps: it gives way under weight.
- ✓ Keep a roll and a marker at hand until the very last box.

2 Pack like a pro

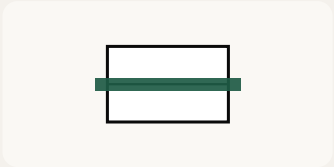
Assemble and seal a box in 4 steps



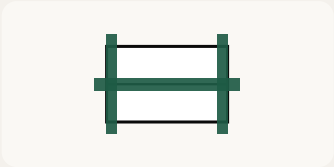
1 Unfold the box and turn it upside down.



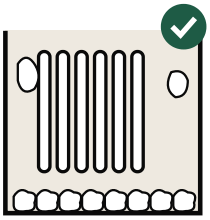
2 Fold the short flaps, then the long ones, edge to edge.



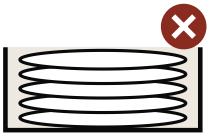
3 One strip along the seam, overlapping 10 cm down the sides.



4 One strip along each edge: that's the "H". Fill, then seal the top the same way.



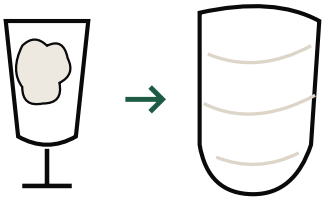
Upright, on their edge



Never flat

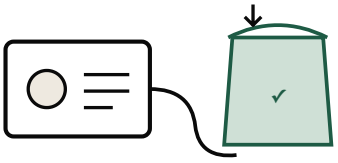
Plates and dishes

1. Book box, with 5 cm of crumpled paper at the bottom.
2. Wrap each plate in a sheet, then bundle them in 3s or 4s in a second sheet.
3. Stand them **upright on their edge**, like records: they withstand shocks far better than lying flat.
4. Pad the sides and finish with a layer of paper. Nothing should move.
5. Write "FRAGILE" and "↑ THIS WAY UP" on two sides.



Glasses and cups

- ✓ Stuff the inside with a ball of paper, then wrap.
- ✓ Stemmed glasses: protect the foot and stem first, the weak point.
- ✓ Cups: wrap the handle separately.
- ✓ Always in the top layer, never under heavy items.



Small electronics and table lamps

- ✓ Take a photo of the connections before unplugging.
- ✓ Cables and remotes in a labelled bag, in the same box.
- ✓ Original packaging if you have it; otherwise bubble wrap and padding.
- ✓ Back up your data: data loss is not covered.
- ✓ Table and floor lamps: remove the bulb and shade, pack them separately.

3 What we protect on moving day

Leave these items accessible and unpacked: our team takes care of them with its own materials.

TVs and screens

Unplug them and put cables and remote in a labelled bag. We wrap them on site.

Frames, paintings and mirrors

We protect them on moving day. Large or valuable piece? Tell us beforehand (General Terms art. 6.3).

Mattresses

We bring protective covers in every size and take them back at the end of the job.

Ceiling lights to remove

If included in your quote, we take them down and pack them. Keep the flat's **original sockets and bulbs** at hand: our technician refits them while on site, so the flat is ready for the check-out inspection. Don't have them anymore? Let us know and we'll bring what's needed.

4 Room by room

Kitchen

- Crockery in book boxes, bottles in bottle boxes.
- Nested pots and small appliances in standard boxes.
- Opened products: closed, taped, in a bag.

Bedrooms

- Clothes on hangers → wardrobe box.
- Folded clothes, linen → standard box or suitcase.
- **Empty chests of drawers and wardrobes**: furniture is moved empty (General Terms art. 5.2).

Bathroom

- Bottles tightly closed, upright, in a bag.
- Essential medication: with you, not in a box.

Office and documents

- Files and binders in book boxes.
- Computer: data backed up.
- Passports, contracts, important papers: with you.

Dismantled furniture

- Screws and fittings in a sealed bag, named after the piece.
- All the bags in one single "SCREWS & FITTINGS" box.
- Tell us about chipboard, MDF, glued or fragile furniture.

Appliances

- Fridge and freezer: emptied and defrosted 24–48 h before, door ajar.
- Washing machine: emptied, water drained, transit bolts fitted (General Terms art. 5.3).

5 Pro tips

→ Long but light item?
If it sticks out of one box, use two, one on top of the other: open the top of the first and the bottom of the second, slot them together and tape all around the join.

→ Your suitcases are boxes too
Fill them with clothes, linen or shoes. Nothing fragile inside.

→ IKEA-type or vacuum bags
Accepted if sturdy, only for light, unbreakable items: sheets, duvets, cushions. We use them to fill gaps in the van.

→ Linen as padding
Towels, tea towels and jumpers protect as well as paper in non-fragile boxes.

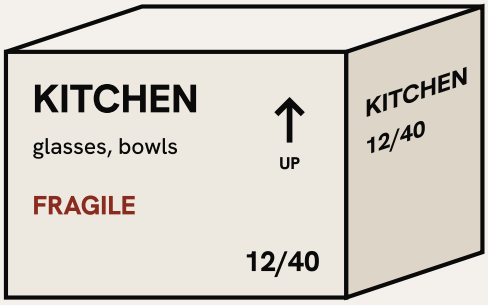
→ Small items in bags
Costume jewellery, batteries, small supplies: in a sealed bag before going into the box, so nothing gets lost.

→ Shoes
Crumpled paper inside to keep their shape, in pairs in a bag.

→ Measure first
Doors, stairs and lift in your new home: tell us about any piece of furniture that might not fit.

→ When unpacking
Check the paper before throwing it away: small items hide in it.

6 Labelling



- ✓ Write on **two opposite sides**, in large letters (5 cm): in a stack, the top is hidden.
- ✓ Write the **room in your new home**, not the one the box comes from.
- ✓ Contents in 2–3 words, then a **number** (12/40). Keep the list on your phone.
- ✓ "FRAGILE" and "↑ THIS WAY UP" only when useful.
- ✓ In your new home, tape a sheet with the same room name on each door: we put every box in the right place.

The "OPEN FIRST" box. Sheets and towels, toilet paper, chargers, medication, screwdriver and box cutter, a few plates and cutlery, coffee, bin bags. It goes last into the van, or travels with you.

7 Keep with you

No loose items. We do not load unpacked items: anything that isn't furniture or an item we protect ourselves (p. 5) must be in a box, a suitcase or a closed bag.

Don't put these in boxes

- ✓ Cash, bank cards and jewellery
- ✓ Passports, securities, contracts, important documents
- ✓ Keys, badges and codes
- ✓ Essential medication
- ✓ Computers, drives and data storage
- ✓ Irreplaceable items of sentimental value

We do not transport (without written agreement)

- ✗ Explosive, flammable, toxic or corrosive substances (petrol, white spirit, aerosols, chemicals...)
- ✗ Fuels and unsecured gas bottles
- ✗ Illegal substances
- ✗ Live animals

Reference: General Terms art. 6.4.

8 Your timeline

2 weeks before

- Sort, donate, throw away: less volume, fewer boxes.
- Start with what you use least: cellar, books, decor, off-season clothes.
- Tell us about heavy or valuable items.

1 week before

- One room at a time, each box sealed and labelled before the next.
- Keep a numbered list of your boxes.
- Need more boxes? Call us.

The day before

- Fridge emptied and defrosted, washing machine ready.
- Furniture emptied, screws grouped.
- Boxes near the entrance, heavy ones at the bottom.
- Original sockets and bulbs at hand.

Moving day

- You or a representative on site.
- Photo of the meters on departure and arrival.
- Last check: wardrobes, cellar, balcony, garage.
- On arrival, report any damage right away (or in writing within 3 days).

After the move: your boxes

- ✓ **Wardrobe boxes and mattress covers**: we take them back at the end of the job.
- ✓ **Other boxes**: if bought with your quote, they are yours. Otherwise, fold them flat and let us know: we collect them **free of charge anywhere in the canton of Geneva**, on a date and time that suits you.

Need more boxes or some advice?

Our team will answer and deliver the materials you need.

Phone **078 307 29 71**
WhatsApp **+41 76 786 27 54**
Email **info@dlcompany.ch**