



Plan + Move + Store + Install

PACKING INSTRUCTIONS



DESKS, CREDENZAS or TABLES WITH DRAWERS:

To prevent the loose contents of the desk from falling out and or becoming disarranged, remove and pack all contents. Peripherals of desk, i.e. glass tops, desk pad and chair mats, should have the same identification label as the desk to which they belong. The above referenced items will be moved on end, therefore the necessity for packing contents.

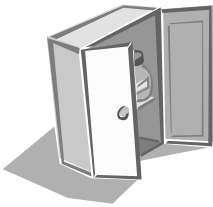


FILE CABINETS:

Vertical file cabinets can be moved with contents intact. In most cases, lateral file contents must be removed and packed.

We ask that you secure the guide at the back of all drawers on vertical cabinets.

We also recommend you locate all keys to file cabinets as the locks could be pushed in during the move.



SUPPLY CABINETS:

Remove all contents and pack with attention to small articles and liquids. Removable shelves should be removed and placed in the bottom of the cabinet.



BOOKCASES:

Remove all contents and pack. Remove shelf tabs and place in a sealable bag or envelope and pack in carton. Removable shelves should be removed and placed in the bottom of the cabinet.



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LABELING INSTRUCTIONS

ALL AMERICAN

Raleigh 800-366-8809
Charlotte 866-927-0310

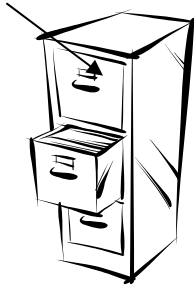
Anderson
45

Each label should show

- Room number assigned
- Last name of individual

Please label **everything** . . . desks, returns, bookcases & shelves, trashcans, floor mats and anything that you would like to see at destination.

NOTE: Label all boxes on the end.



Labels should be placed
in the most conspicuous place.

